SUBJ: **MATERIEL MANAGEMENT CAREER DEVELOPMENT PROGRAM**

1. **PURPOSE.** This order prescribes a mandatory Materiel Management Career Development Program (MMCDP). The MMCDP is designed to meet current and future Federal Aviation Administration (FAA) requirements for trained materiel management personnel within the agency's logistics organizations and to ensure the supply of capable replacements in management level materiel management positions. The MMCDP will improve the ability of FAA to attract and develop a highly qualified career work force. The MMCDP pursues the objective of maximizing the proficiency of FAA materiel management employees' capabilities. Furthermore, it will help to ensure a long term commitment to the establishment, maintenance, and utilization of training resources.

2. **DISTRIBUTION.** This order is distributed to the branch level in the System Management Service, the NAS Transition and Implementation Service, the Headquarters Facility Management Staff in the Office of the Associate Administrator for Airway Facilities, the Office of Training and Higher Education, and the Office of Human Resource Development in Washington; to the branch level in the regional Logistics and Human Resource Management divisions; to the branch level at the FAA Academy, the FAA Logistics Center, and the Offices of Facility Management, Management Services, and Human Resource Management at the Aeronautical Center; and to the branch level in the Resource Management Service and Engineering, Test, and Evaluation Service at the FAA Technical Center.

3. **BACKGROUND.** This order provides additional information for the agency's training of personnel performing materiel management functions and provides the establishment of a career management program leading to the upgrading of the professional materiel management work force.

4. **DEFINITIONS.**

   a. **Mandatory Training.** The minimum amount of training for a particular career level.

   b. **MMCDP.** The formal program under which positions of increasing responsibility in the FAA materiel management organizations will be filled.

   c. **Career Levels.** Groupings by a range of grade levels (basic, intermediate, and senior/management) that provide the framework for overall training and the development planning within a career field.

      (1) Basic Level. Grades GS-05/07.

      (2) Intermediate Level. Grades GS-09/11.

      (3) Senior/Management Level. Grades GS/GM-12 and above.

5. **SCOPE.** This order is applicable to employees in regional offices, centers, and headquarters logistical organizations who occupy a materiel management function (identified by job series or title). Airway Facilities (AF) field logistics personnel are not covered by this order; they are covered under Order 3420.1, Field Logistics Personnel Training Program.

6. **ACRONYMS.** A list of acronyms used in this order is included as Appendix 1, Acronyms.

7. **RESPONSIBILITIES.**

  a.   Headquarters, regional, and center materiel management managers are responsible for:

    (1)   Overall management of the program within their organization including assessing staff training needs and ensuring those needs are met.

    (2)   Ensuring their materiel management staff works closely with the human resource staffs in administering all aspects of this program so that all applicable personnel requirements and procedures are satisfied.

    (3)   Ensuring each employee/supervisor sends a copy of the provider's certificate of completion of training to the training program management officer (TPMO) immediately after completion of training.

    (4)   Maintaining a library of catalogs applicable to courses outlined in this order.

    (5)   Reviewing employment and promotion applications for compliance with these mandatory training requirements and advising new employees in any of the various materiel management functions/series of these training requirements.

  b.   The TPMO's in headquarters, regions, and centers will assist the FAA Academy (AMA) in updating current employee training records for any courses not listed in the consolidated personnel management information system (CPMIS). The TPMO will verify successful completion of courses prior to inputting the data into CPMIS. This is the only way non-FAA numbered courses will be made part of the employees' training history. The CPMIS records will determine the status of each employee in the MMCDP.

  c.   AMA is responsible for:

    (1)   Developing and maintaining liaison with training sources while remaining aware of current and future training needs in the materiel management field.

    (2)   Conducting a continuing quality assurance program to validate the adequacy, applicability, and effectiveness of mandatory acquisition training courses.

    (3)   Inputing student grades into CPMIS.

    (4)   Managing mandatory materiel management training courses, ensuring those courses are listed in the FAA Training Catalog of Training Courses, and offering them as necessary.

    (5)   Revising and developing course material for AMA-managed courses.

    (6)   Making final decisions for course equivalency reviews.

    (7)   Publishing a listing periodically of other materiel management courses equivalent to AMA-managed courses.

  d.   The System Management Service (ASM) performs the following training functions:

    (1)   Technical Training and Certification Branch, ASM-250, has the technical training responsibilities within ASM and is responsible for:

      (a)   Establishing requirements for curriculum for submission to the Office of Training and Higher Education (AHT).

      (b)   Developing training proposals for new or revised training courses for submission to AHT.

(c)   Reviewing statements of work (SOW) and training development plans.

(d)   Reviewing the Call for Training and allocate funding levels within regions.

(e)   Providing non-student workload requirements to AHT and validating field training requirements.

(2)   The NAS Support Division, ASM-700, has the functional training responsibilities within ASM and is responsible for:

(a)   Evaluating the adequacy, applicability, and effectiveness of the program and review course reports to ensure training requirements are being satisfied.

(b)   Developing and maintaining current materiel management training sources for dissemination.

(c)   Ensuring compatibility and responsiveness of training programs with current training needs, changing trends, policies, plans, and regulations by recommending program/curriculum changes.

(d)   Selecting and/or approving additional courses for inclusion to Appendix 2, MMCDP-Approved Courses.

(e)   Working with ASM-250 to provide input to training proposals and identify training outcomes; reviewing and approving SOW to ensure requirements are included; and reviewing and approving training development plans and course design guides for accuracy.

(f)   Prioritizing training development efforts.

(g)   Providing in-house training as required for identified special needs.

8.   **TRAINING BUDGET PROCESS.** Associated travel and per diem expenses will be budgeted in the centralized training travel management system (CTTMS). The CTTMS is managed by AMA. Training requirements will be forwarded by the headquarters, region, or center materiel management branch/staff managers to servicing training branches during the annual Call for Training requirements process. AHT budgets for any tuition costs associated with training relative to this order based on workload and budget requests provided by user organizations.

9.   **MATERIEL MANAGEMENT FUNCTIONS.** The materiel management area is broad in scope and varied in function. Within the FAA, employees performing materiel management-related duties are classified into more than 20 different personnel series numbers with close to 60 different titles and unique positions. With so many different areas, it is almost impossible to set up a mandatory training program for each. Instead, the order characterizes broad categories of materiel management duties (refer to Appendix 3, Materiel Management Functions). This order lists the functions normally associated with them and sets a wide range of mandatory training requirements for each to ensure the myriad of occupations is covered. The administrative courses; i.e., acquisition, budget, and evaluation, are included to cover these related duties when associated with a particular position. A section on continuing education is also included. It covers meetings, seminars, conferences, and one-of-a-kind training courses designed to keep professionals up-to-date on the latest developments within their areas of expertise.

10. **MMCDP REQUIREMENTS.** In addition to practical on-the-job experience, career development requires the use of appropriate formal training. This order establishes three career levels for FAA materiel management personnel and prescribes the minimum mandatory training for each career level. A minimum of three courses (contained in appendix 2) for each level covering the particular function(s) associated with an employee's position description and assigned duties are required at each level.   Courses listed in appendix 2 may be applied toward meeting the minimum requirements established below:

a. **Basic Level (GS-05 and GS-07).** Basic level training generally includes an introduction to the materiel management process, fundamental principles, and techniques. Training at this level or its equivalent related training/formal education is mandatory before appointment to an intermediate level position.

b. **Intermediate Level (GS-09 and GS-11).** This training generally develops functional knowledge of the laws, policies, procedures, and methods pertaining to materiel management within the Federal Government. Training at this level provides the student with a more indepth knowledge of the subject areas than that normally covered at the basic level. The training requirements for the intermediate level are prerequisites to a senior/management-level appointment.

c. **Senior/Management Level (Above the GS/GM-12 Level).** Satisfactory completion of the basic and intermediate training requirements is a prerequisite for progression into senior/management-level positions. The essential difference between the intermediate and senior/management levels is that the former conveys functional materiel management-related knowledge, while the latter concentrates on indepth analysis of more complexed and specialized areas. Training concentrates on the analysis of advanced supply; property; warehousing; transportation; utilization and disposal; and inventory management as well as skills in the interpretation of governing laws and regulations.

11. **HOW TO DETERMINE SPECIFIC MANDATORY TRAINING REQUIREMENTS.** Employees and their supervisors should review the categories and functions contained in appendix 3 against the employee's position description and assigned duties to determine which categories apply. Each category lists various functions which can be classified as those knowledges, skills, and abilities necessary, in some form or degree, to do the work associated within an assigned area. Not all positions require all the knowledges, skills, and abilities listed. It is up to the individual employee and supervisor to determine to what degree each applies to the employee's position description and associated duties and to select the most appropriate training courses. Once an individual's functional training requirements are determined, then appendix 2 should be checked to determine what courses need to be taken to fulfill the individual's training needs.

12. **CURRENCY TRAINING REQUIREMENTS.** Each individual occupying a senior/management-level materiel management position/function should attend at least one course/seminar each year in their particular area, given either by an organization within the Federal Government or a professional organization such as the National Property Management Association, Society of Logistics Engineers, the American Management Association, or the Interagency Motor Equipment Advisory Council whenever such organizations offer courses or seminars covering topics relating to the employees' functional area.

13. **INITIAL CONDITIONS AND WAIVERS.** Appendix 2 lists course numbers, titles, sources, lengths, and target audiences, which in combination will satisfy the minimum requirements for each materiel management career level. Course descriptions are also summarized. First level supervisors shall send employees to mandatory courses as soon as they meet the eligibility requirements and have been determined to be ready for the next training step. Because of the diversity in materiel management positions some courses listed as basic, intermediate, or senior/management may be required for individuals in a grade different than indicated for a particular career level.

NOTE: The mandatory requirements in this order are subject to the availability of training funds, workload, or staffing.

a. Mandatory training for one level must be completed at the time of entry into the next higher level. Waivers to the requirements outlined in this order may be requested by the employee to the first level supervisor. A request for waiver should clearly state why the employee should be exempted from these mandatory training requirements; e.g., comparable training previously received. If mandatory training is not completed due to circumstances beyond the employee's control, those circumstances should be documented by the employee and supervisor and placed in the employee's official personnel folder (OPF). Determination of promotability to the next higher

level; e.g., from a GS-07 basic level to a GS-09 in the intermediate level is the responsibility of the first-line supervisor.

b.   Employees occupying any of the various materiel management positions/series on the effective date of this order will be presumed to have met the prerequisites for the grade they currently occupy. Advancement to another level will be in accordance with this order. Training to satisfy these requirements will be chosen from the approved course list in appendix 2.

c.   Employees shall maintain currency by completing at least one course related to their level of expertise every 2 years. Currency courses are necessary to maintain proficiency and shall be taken after the initial mandatory requirements of this order have been met and the employee has not been promoted to the next higher grade. All employees hired for any of the various materiel management functions/series transferring to FAA from other U.S. Government agencies or the private sector are also subject to the provisions of this paragraph.

d.   Proposals for training courses to be included in appendix 2 may be submitted to ASM-700 by providing complete course description material including course summary, location, institution conducting the course, course length, and any other pertinent information. ASM-700 will then consider the training for possible inclusion in appendix 2.

14. TRAINING SOURCES. Appendix 4, Training Sources, provides training source information on those courses contained in appendix 2.

15. CROSS-REFERENCE LIST. Appendix 5, Cross-Reference List to MMCDP-Approved Courses, displays by course number what page in appendix 2 course information is located.

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for

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   Service

APPENDIX 1. ACRONYMS

ADP	Automatic Data Processing
AF	Airway Facilities
AFR	Air Force Regulation
AHD	Office of Human Resource Development
AHT	Office of Training and Higher Education
ALMC	U.S. Army Logistics Management College
AMA	FAA Academy
ASM	System Management Service
CAGE	Commercial and Government Entity
CBI	Computer Based Instruction
CD	Compact Disk
CD-ROM	Read-only Memory
CFR	Code of Federal Regulations
CMD	Catalog Management Data
CMD	Center for Management Development
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
CPMIS	Consolidated Personnel Management Information System
CTTMS	Centralized Training Travel Management System
DLIS	Defense Logistics Information System
DLSC	Defense Logistics Services Center
DOD	Department of Defense
DOT	Department of Transportation
DRIS	Defense Regional Interservice Support
EOQ	Economic Ordering Quantity
EPA	Environmental Protection Agency
F&E	Facilities and Equipment
FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulations

FCS	Federal Catalog System
FEDLOG	Federal Logistics Data on Compact Disk
FEDSTRIP	Federal Standard Requisitioning and Issue Procedures
FIIG	Federal Item Identification Guide
FMF	Facility Master File
FPMR	Federal Property Management Regulations
FSC	Federal Supply Class
FSC	Federal Supply Classification
FSS	Federal Supply System
FTR	Federal Travel Regulations
GAO	General Accounting Office
GBL	Government Bill of Lading
GSA	U.S. General Services Administration
ILS	Integrated Logistics Support
IMC	Item Management Coding
IMM	Integrated Materiel Management
IMM	Integrated Material Manager
I/S	Interchangeability/Substitutionality
JTR	Joint Travel Regulations
LOGRUN	Logistics Remote Users Network
LSA	Logistics Support Analysis
LSAR	Logistics Support Analysis Report
MCI	Management Concepts Incorporated
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MMCDP	Materiel Management Career Development Program
NAILS	National Airspace Integrated Logistics Support
NAS	National Airspace System
NATO	North American Treaty Organization
NSN	National Stock Number
OMB	Office of Management and Budget
OPF	Official Personnel Folder

OPM	U.S. Office of Personnel Management
OSHA	Occupational Safety and Health Administration
OWTDS	OPM Office of Washington Training and Development Services
PCS	Permanent Change of Station
PERT	Program Evaluation and Review Technique
PICA	Primary Inventory Control Point
PPIMS	Personal Property In-Use Management System
PSCN	Permanent System Control Numbers
RCRA	Resource Conservation Recovery Act
RITA	Relocation Income Tax Allowance
SICA	Secondary Inventory Control Point
SOW	Statements of Work
SSR	Supply Support Request
TACITS	Total Army Centralized Individual Training Solicitation
TIR	Total Item Record
TPMO	Training Program Management Officer
TSI	Transportation Safety Institute
USDA	U.S. Department of Agriculture

APPENDIX 2. MMCDP-APPROVED COURSES

This appendix lists MMCDP-approved courses by appropriate level. It contains the course numbers, titles, sources, and descriptions. It will be revised at frequent intervals to ensure currency and completeness. The MMCDP courses should be used in combination to satisfy individual training requirements at each career level. Specific questions about an individual course should be directed to the course originator (appendix 4). The number preceeding the course title is the FAA-assigned course number, e.g., 07751.

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SECTION 1. BASIC-LEVEL TRAINING REQUIREMENTS

1-1. **ACQUISITION.**

a. 07751 <u>Ethics in Procurement</u>. GSA, Course # 208, 2 days.

Target audience - Those who have contact with contractor personnel or who are involved in the acquisition process including contracting officer's representatives (COR's), program, project, and building managers.

Description - The course outlines proper conduct for Federal employees and contractor personnel and explains how to avoid or remedy questionable situations. It includes information on the Procurement Integrity Act.

b. 07707 <u>Governmentwide Commercial Credit Card</u>. GSA, Course # 202, 2 days.

Target audience - For employees who are not professional procurement officers who plan to make small purchases or who need to know about the Federal commercial credit card service.

Description - The course explains how to establish and administer a commercial credit card account for official civilian or military Government purchases of goods or services costing less than $1,000. Students learn the application of the Government's procurement principles outlined in the Federal Acquisition Regulations (FAR) including ethical codes of conduct and mandatory sources of supply.

c. 07773 <u>Requisitioning by FEDSTRIP</u>. GSA, Course # 600, 5 days.

Target audience - Personnel whose duties involve any aspects of Federal Standard Requisitioning and Issues Procedures (FEDSTRIP) requisitioning.

Description - Topics covered include how to use the FEDSTRIP operating guide to complete standard requisitions, follow-ups, and cancellations; modify previously submitted requisitions in accordance with the FEDSTRIP system; interpret the coded information provided by the supply source to determine the order's status; use of appropriate stock-return program to return incorrect material or material in long supply for credit; and document discrepancies and deficiencies in GSA/Department of Defense (DOD) shipments, materials or billings, and initiate a correction.

d. 07816 <u>Requisitioning by FEDSTRIP</u>. MCI, 5 days.

Target audience - Personnel whose duties involve any aspects of FEDSTRIP requisitioning.

Description - This course is designed to benefit all uses of the FEDSTRIP system. Major topics include activity address codes; GSA/Federal Supply System (FSS) publications and catalogs; the national supply system; developing FEDSTRIP requisitions; requests for requisition follow-up and status; modifying and cancelling the requisition; delivery, receipt, and inspection; and handling discrepancies.

e. 07774 <u>Requisitioning by MILSTRIP</u>. GSA, Course # 660, 5 days.

Target audience - Personnel whose duties involve any aspects of Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitioning. MILSTRIP requisitioning.

Description - The course is an overview of the ordering system for the MILSTRIP. Students are taught how to complete standard requisitions, initiate follow-ups and cancellations, and document item discrepancies and initiate corrections.

f.   07829   Requisitioning by MILSTRIP.   MCI, 5 days.

Target audience - Personnel whose duties involve any aspects of MILSTRIP requisitioning.

Description - The course is designed to provide attendees with detailed information about how to use the MILSTRIP system. Topics included are the national supply system; requisition development, follow-up and status; modifying and cancelling the requisition; delivery, receipt, and inspection; billing, etc.

1.2.   BUDGETING.

No specialized courses have been identified at this level for this function.

1-3.   CATALOGING.

a.   07711   Basic Cataloger Training Course.   DLSC, Course # H10 Series, 72 hours.

Target audience - New, beginning catalogers, and those in disciplines which interface with the cataloging process (provisioners, equipment specialists, logistics management specialists in the National Airspace Integrated Logistics Support (NAILS) area, etc.) who have a need to understand/use the cataloging process.

Description - This is designed for entry level personnel. It provides the fundamentals and technical knowledge necessary to become a more proficient cataloger. It begins with the history and background of the Federal catalog system (FCS) and allows the student to understand the importance of cataloging. It identifies the four steps in the item identification process. The course also discusses the importance of technical research as the foundation of the item identification process. The student will write item identifications and perform maintenance actions necessary to keep the data base current. Major organizational entity rules and management data are discussed. Cataloging tools are identified and explained. The seven main file functions of the defense logistics information system (DLIS) are discussed as well as its supply support request (SSR) and total item record (TIR). The following modules make up this course.

(1) Introduction to the Federal Catalog System, H10-1. Provides the background of the FCS; identifies the functions of the FCS and the methods used to ensure assignment of a single name, identification, and national stock number (NSN) for each unique item of supply.

(2) National Stock Number, H10-2. Provides the criteria for stock number assignment, structure of the NSN, significance and advantages of the NSN, and North Atlantic Treaty Organization (NATO) stock numbers in contrast to the NSN.

(3) Federal Item Identification Guide (FIIG), H10-9. Provides information on the purpose and content of the federal item identification guide (FIIG) which is the major guide prescribing the standard requirements, formats, and structure used by the cataloger, and the application of FIIG requirements in the preparation of an item identification.

(4) Total Item Record, H10-10. Explains the purpose of the TIR; the physical organization of data stored in the TIR; data relationships by segments, within and across segments; and the data record numbers and their application to the TIR.

(5) Cataloging Tools/Publications, H10-11. Covers the contents of various cataloging publications; the selection of the proper publication to cover information requirements; and the relationships among the cataloging publications.

(6) Interrogation, H10-12. Explains use of the interrogation process with step-by-step explanations on each topic including the types of information stored in the DLIS data base, and various search and interrogation processes (reference number, national item, identification number/permanent system control numbers (PSCN), characteristics search, mass data retrieval, etc.).

(7) Supply Support Request, H10-13. Focuses on the logical steps of a SSR for an item by a military service or an integrated materiel manager. It covers the function of the SSR; why and who submits an SSR, the contents of the SSR, and the establishment of processing time frames.

(8) Catalog Management Data (CMD), H10-14. Explains how, where, when, and by whom an item of supply is managed. It includes the use of catalog management data (CMD); types of CMD; the functions of an item manager, the flow of CMD, and the various CMD output/products.

(9) Item Management Coding (IMC), H10-15. Provides an orderly and systematic method of ensuring that items of supply are managed efficiently. Topics include the principles of item management coding (IMC): its purpose, criteria, codes, where IMC is performed, and the effect of IMC in the supply system.

(10) Item Entry Control, H10-16. Provides general information for those responsible for entering new items into the supply system, the process of preventing duplication, and how to keep unwanted items out of the supply system. Topics include how to eliminate duplication of items; standard/nonstandard relationship(s) of items and substitutable/interchangeable items; the basic steps performed by a cataloger in item entry control for provisioned items and nonprovisioned items; and basic publications used in item entry control.

(11) Preparation of Item Identification, H10-17. Provides how to information and gives hands-on instructions in the preparation of an item identification. Topics include the four steps in the item identification process, the reference method, and the descriptive method of item identification.

(12) Cataloging Maintenance, H10-18. Provides hands-on information that teaches the maintenance actions required during the life cycle of a supply item. Topics include why maintenance actions are necessary, actions that do/do not require collaboration, revisions and transfers, conditions causing cancellations, and preparation of cataloging transactions for various maintenance actions.

(13) Quality Assurance in the Federal Catalog System, H10-19. Provides practical information on developing and maintaining quality standards, measuring, and comparing quality control performance. Topics include the purpose, responsibilities, and relationships of quality assurance to the FCS.

(14) DLSC Operations, H10-20. Provides a comprehensive overview of the primary functions and missions of DLSC including DLSC's role in the FCS and the responsibilities for the various rules, tools, and publications used in the FCS.

(15) DLSC Edits, H10-21. Helps the cataloger understand the process of their input to DLIS and includes information on what an edit is, the kinds of edits, common rejects resulting from an edit, and what to do when an edit rejects a transaction.

(16) Cataloging Interface, H10-22. Provides comprehensive information that will provide an overview of logistics functions and activities that interface with the FCS including information on the importance of establishing and maintaining accurate and up-to-date cataloging records.

(17) Defense Logistics Information System, H10-23. Provides the background to and a broad system concept of DLIS beginning with the development, progression, and organization of a DLIS data base with the format and content of the DLIS.

(18) Data Input/Output Procedures, H10-24. Provides information based on current structure, formatting, and interpretation of data input to and output from the DLSC. Topics include the kinds of data input to/output from DLIS, processing procedures for data input to and the generation of data output from DLIS, and the differences between a fixed and variable format.

(19) Technical Training, H10-25. Identifies the various engineering drawing formats common to the supply cataloger. It shows how to recognize the coding relationships required for input into the automated data processing (ADP) system.

(20) Cataloging Systems Internal Interfaces, H10-26. Provides a comprehensive overview of the standard automated materiel management system as well as its purpose, objective, and organizational interrelationships and the interface of its five subsystems.

(21) International Cataloging, H10-27. Covers the need for a common language of item identification. It covers the motivation for the establishment of the international codification system, the NATO system, the function of the national codification bureaus, and the NATO process.

b. 07783 Logistics Remote Users Network (LOGRUN). DLSC, Course # H45, 16 hours.

Target audience - New, beginning catalogers, and those disciplines which interface with the cataloging process (provisioners, equipment specialists, logistics management specialists in the NAILS area, etc.) who have a need to understand/use the cataloging process.

Description - This course will provide a basic introduction to logistics remote users network (LOGRUN). It consists of an instructor's handbook, student handbooks, and slides as visual aids. It will also provide the Federal supply group/Federal supply class (FSC) item name inquiry and characteristics search inquiry systems and procedures on the use of the various menu screens and options selections. It can also be expanded to be used for training attendees who are to return to their activity and instruct their co-workers in the use of LOGRUN. When the train-the-trainer concept is applied, the student is taught the principles and procedures for development and presentation of a lesson plan on aspects of the LOGRUN.

c. 07710 Introduction to Federal Catalog System Publications System. DLSC, Course # H55-1, 24 hours.

Target audience - New, beginning catalogers, and those disciplines which interface with the cataloging process (provisioners, equipment specialists, logistics management specialists in the NAILS area, etc.) who have a need to understand/use the cataloging process.

Description - This provides an overview of the FCS publications including their content and a selection of the publications for specific information.

d. 07713 Cataloging CBI Catalog Based Training. DLSC, estimated 16 hours.

Target audience - New, beginning catalogers, and those non-catalogers who have a need to understand/use the cataloging processes.

Description - Modules are available on floppy disk and allow students to learn at their own pace. They can be used as stand-alone training or as a refresher following format instructions.

(1) Introduction to the Federal Catalog System. This is an introductory course providing background, function, and benefits of the FCS. Topics include the history and benefits of the FCS; the commercial and Government entity (CAGE) codes; item-of-production versus item-of-supply; item identification processes, methods, and types of identification; and the structure of the NSN.

(2) Federal Supply Classification. This source provides information needed to classify an item. The two criteria used when making a classification decision are also addressed. The process for submittal of proposals for new FSC's are reviewed. The handbooks used during the classification process are also included with specific topics on the relationship of FSC to item management, the structure of the FSC, the process for submittal of proposals for new groups or classes, how an item's name affects FSC assignment, handbooks used during classification, and the criteria for FSC assignment.

(3) <u>National Stock Number.</u> This course provides the background of the NSN, its structure, and the criteria for assignment of an NSN. It also provides information on NATO numbers and PSCN.

(4) <u>Logistics Remote Users Network.</u> This course provides an introduction to the LOGRUN. It is also an interactive training package which allows the student to simulate on-line inquiry processes. Since several options have limited access, specific segments based on the needs of the agency may be selected. Topics include LOGRUN's purpose, capabilities, output limitations, sign on/off procedures, and various search options.

(5) <u>Federal Logistics Data on Compact Disk (FEDLOG).</u> FEDLOG is the latest electronics media that is being used for logistics support. DLSC and other DOD services and agencies worked together to provide a system that places Federal logistics information on compact disk-read only memory (CD-ROM). FEDLOG contains service-unique data from the Army, Air Force, and Navy. It also contains the DLIS used to produce the master cross-reference list, management data list, DOD interchangeability and substitutability, Federal item logistics data record, the CAGE codes (H4/H8), the FSC (H2) and selected portions of the Federal item name directory (H6). This is an interactive package allowing the student to simulate inquiry processes.

1-4. ENVIRONMENTAL (GENERAL).

No specialized courses identified at this level for this function.

1-5. MISCELLANEOUS.

a. 07622   <u>Imprest Fund Cashiers: Civilian Federal Travel Regulations (FTR).</u>
          GSA, Course # 715, 2 days.

Target audience - Imprest fund cashiers, financial officers, administrative personnel, travel personnel, and agency policy-level personnel.

Description - This course teaches students about the responsibilities of imprest fund (travel advance) cashiers in accordance with the civilian FTR and details how to perform the cashier's collection and reconciliation tasks. Students will learn how to use transmittals and prepare accountability reconciliation forms for agency finance offices and process travel receipt documentation forms for collection. The course explains the Department of Treasury regulations for imprest fund cashiers. Students will also learn how to explain the reimbursement process to Federal employees.

b. 07715   <u>Effective Mail Operations.</u> GSA, Course # 835, 2 days.

Target audience - Mailroom supervisors, clerks, and others who prepare, pack, and distribute mail as well as management and systems analysts who conduct mail-management improvement surveys.

Description - This course teaches participants how to design mail operations facilities to improve workflow and productivity; plan messenger routes to improve service; prepare outgoing mail to reduce postage; choose the most economical mail classes, services, and carriers; and select cost-efficient equipment to speed mail processing.

c. 07043   <u>Logistics Center Operations.</u> AMA, 3 days.

Target audience - Employees at all levels who must coordinate with the FAA Logistics Center in performing logistics tasks.

Description - An overview of the Department of Transportation (DOT) organizational structure and the missions of the FAA, logistics service, aeronautical center, and logistics center will be presented. Indepth classroom instruction and facility working tours will familiarize students with the logistics center. This will include the organizational structures, the functions, and responsibilities of the organizational elements.

1-6. **MOTOR FLEET MANAGEMENT.**

a. 07729 Fleet Management. GSA, Course # 700, 3 days.

Target audience - Property management and administrative services personnel responsible for vehicle acquisition and disposal; fleet managers; and others needing fleet management knowledge.

Description - Through classroom discussions and lectures students are introduced to the principles and procedures for fleet management. Students learn to develop, implement, and manage programs that meet Federal motor vehicle requirements. Topics covered include how to determine vehicle needs; acquiring and disposing of vehicles; applying cost-saving principles in vehicle selections; downsizing a fleet; standardizing equipment; and the reconditioning and disposing of vehicles on a cyclical pattern. Suggestions for maintaining and repairing vehicles, conserving fuel, and promoting fleet safety are reviewed. The methods for maintaining an accurate record keeping and cost control system and the steps for developing a long-range plan for acquiring additional and replacement vehicles are covered. Discussions address how to solve common types of vehicle-operation problems.

1-7. **NAILS.**

a. 07738 Defense Basic Logistics Support Analysis Course. ALMC School of Acquisition Management, Course # ALMC-LR, 2 weeks, resident and onsite.

Target audience - Individuals (GS-7 or above) working in the NAILS field. A basic course in integrated logistics support (ILS) or equivalent work experience in NAILS is recommended.

Description - This course is designed to provide the student with an understanding of the purpose and objectives of the logistics support analysis (LSA) process. It provides an overview of MIL-STD-1388-1A and MIL-STD-1388-2B tasks; techniques for accomplishing the tasks; an examination of the use of logistics support analysis report (LSAR) data records in the generating and recording of logistics support data; and the use of the LSA/LSAR as a management tool and as a force to integrate all NAILS elements for an item/system. Specific instructional topics included in the course are an overview of the materiel acquisition process; an introduction to NAILS and its relationship to LSA/LSAR; generating requirements; trade-off supportability testing; developing comparative analyses; identifying manpower, support, cost, and readiness drivers; life cycle costing; a review and explanation of the LSAR data organization and output summaries; a discussion of LSAR data utilization; contracting for LSA/LSAR; and reviewing and validating LSA data.

b. 07740 Integrated Logistics Support - Basic Course. ALMC School of Acquisition Management, Course # ALMC-IU, 1 week, resident and onsite.

Target audience - Individuals (GS-5 or above). Target populations are engineers, entry level NAILS managers, and acquisition-oriented managers with a need for basic NAILS knowledge. It is a prerequisite for the NAILS advanced course.

Description - This course presents a compilation of basic information on NAILS. It covers basic information on the DOD planning programming, budget system and the acquisition process; NAILS organizations, roles, and purposes; an explanation of NAILS actions in materiel acquisitions; and basic interfaces between NAILS and other materiel acquisition processes, such as contracting. Information is provided to give a general overview on NAILS in materiel acquisition.

1-8. **PERSONAL PROPERTY MANAGEMENT.**

    a. 07042 <u>Personal Property Management</u>. AMA, 3 days.

    Target audience - Logistics personnel at all levels who are involved with the personal property in-use management system (PPIMS).

    Description - Students receive indepth classroom instruction on the interrelationships between the different organizations and functions which have responsibilities for personal property management. Subject areas include maintaining facilities master file (FMF) and data files; acquisitioning; maintaining PPIMS property records; identifying property manager responsibilities; performing physical inventories; using the PPIMS automated system laboratory; and utilization, screening, and disposal procedures.

    b. 07796 <u>Basic Elements of Property Management</u>. GSA, Course # 400, 40 hours.

    Target audience - Personnel new to property management, inventory management, supply, procurement, and administration as well as experienced property managers, accountable officers, and property custodians who need a refresher course.

    Description - The course explains how to track and manage property using vouchers, forms, records, general ledgers, inventory reports, and related adjustment and reconciliation documents to receive, identify, and account for equipment. It also covers how to document the needs determination justification prior to purchase, and the acquisition process, as well as the disposition of government property through transfer, donation, sale, abandonment, exchange, or trade-ins and complete the associated documentation; and the roles and differences between custodial and accountable officers.

    c. 07732 <u>Introduction to Property Management</u>. USDA, Course # APRPM712M,
                2 days.

    Target audience - Personnel new to property management, involved in administrative services, supply management/control, acquisition from Government sources (stock control, requisitioning, and ordering), receipt control, storage, or utilization and disposal responsibilities.

    Description - This course introduces the student to general property management concepts and procedures as well as to two major sets of regulations (the Federal Property Management Regulations (FPMR) and FAR). The relationship between these regulations and when each are followed will be explained. The responsibility of agencies and GSA for implementing and complying with the regulations will be discussed. Attention also will be directed to Federal policies on supply and the management of contractor and grantee property.

    d. 07734 <u>Government Property Administration</u>. USDA, Course # APRPM726M, 3 days.

    Target audience - Personnel new to Government property administration and others concerned with managing Government-furnished property.

    Description - Emphasis is placed on identifying the basic mission responsibilities of Government property administration; reviewing and evaluating a property control system for compliance with contract requirements; identifying the various classes of Government-furnished property and applying appropriate administrative procedures to each class; establishing and implementing systems for safeguarding property; and determining when title to contractor-acquired property passes to the Government.

1-9.   **PROPERTY DISPOSAL.**

   a.   07830   <u>Use and Disposal of Personal Property</u>.   MCI, 2 days.

   Target audience - Personnel working in property management and others who may need a working knowledge of property use and disposal.

   Description - In this course students will learn how to decide when personal property is no longer required, apply standard measurements for property utilization or replacement, and redistribute or dispose of property no longer required by their agency. Major topics include the scope and basis of utilization and disposal and replacement of personal property; public sale, donation, and other disposal procedures; and accounting and reports.

   b.   07735   <u>Defense Contract Property Disposition Course</u>.   ALMC School of Materiel Readiness, Course # ALMC-TY, 1 week, resident and onsite.

   Target audience - Personnel whose duties include the disposition of excess contract property.

   Description - This course is designed to cover the basic regulations and guidance relating to contract property disposition as prescribed in the FAR and implementing DOD regulations.

1-10.   **SUPPLY AND WAREHOUSE MANAGEMENT.**

   a.   07742   <u>Federal Supply Management Policies and Procedures</u>.   GSA, Course # 620, 5 days.

   Target audience - Supply technicians and specialists in related fields, general supply, supply program management, distribution facilities and storage management, and supply catalogers.

   Description - The course covers the policies and procedures for Federal supply management. Lectures and discussions explain the criteria for selecting methods of supply, the use of interagency purchase assignments, and the application of replacement and use standards. Students learn to manage Government-owned inventories of personal property, to procure from Government-owned inventories, and to catalog, store, and distribute supplies. They are taught how to apply proven inspection procedures to ensure quality of supplies and the results of services. The FCS and interagency cross-serving are discussed.

   b.   17967   <u>Inventory Management and Economic Order Quantity Techniques</u>.   GSA, Course # 620, 5 days.

   Target audience - Inventory and property managers who order, store, and distribute multiple items of supply.

   Description - Classes teach the use of economic order quantity (EOQ) techniques which enable inventory managers to reduce inventory investment while stocking sufficient supplies and materiels to fill customer orders without delay. It explains through lectures, discussions, and practical exercises how to determine whether an item should be kept in stock; how to calculate the best quantity to stock; how to forecast when an item should be restocked; how to categorize items for EOQ management; and how to review inventories for excess or overstocked items. Students practice constructing EOQ tables.

   c.   07748   <u>Storage and Warehousing</u>.   USDA, Course # APRPM724M, 5 days.

   Target audience - Personnel involved in storing, receiving, and shipping operations; care and preservation of supplies and hazardous commodities; security; housekeeping; warehouse safety practices and regulations; and use of material handling equipment.

   Description - The course is a realistic in-class and in-warehouse study and demonstration of basic storage and warehousing of materials, supplies, furnishings and equipment used in

Federal agencies. Participants will prepare and evaluate warehouse layouts; examine building and adjacent ground facilities; and do practical in-class and in-warehouse exercises to demonstrate best use of horizontal and vertical space with consideration of all physical needs, such as receiving, inspection, storage, and issue spaces. Exercises are included on selection and use of storage and material handling aids such as forklifts, pallets, pallet racks, and hand and automated moving devices. In addition, the course covers the maintenance, care, operation, and safety of materials handling equipment and the security and care of various commodities.

d. 07717 Materiel Release Denials Course. ALMC School of Materiel Readiness, Commodity Command Systems, Course # ALMC-3N, correspondence, 8 credit hours.

Target audience - Functional inventory personnel to include supply clerks and technicians.

Description - This course provides a comprehensive view of the materiel release denial system to include denial management codes, inventory control processing, researching denials, and the zero-balance flasher. It's available in correspondence and off-campus instruction modes.

e. 07739 Installation Logistics Management Course. ALMC School of Logistics Science, Course # ALMC-IN, 2 weeks, resident and onsite.

Target audience - Basic to intermediate level personnel whose job responsibilities interface with installation logistics.

Description - This course provides coverage of all functional areas of the logistics responsibilities, practices, and problems at all levels of the organization to develop and increase competence and effectiveness in logistics support at the installation.

f. 07758 Defense Packing and Unitization. ALMC School of Military Packaging Technology, Course #8B-F2(JT)/822-F2(JT), 9 1/2 days, resident and onsite; correspondence, 48 hours.

Target audience - Individuals who have existing, anticipated, or supervisory responsibilities in areas such as packing or loading operations at industrial installations; operators of box and crate shops; storage and supply operations; materials handling systems, etc.

Description - The course describes DOD packing policies and shows how to construct, reinforce, weatherproof, cushion, block, and brace containers. The DOD container design retrieval system program is discussed along with marking and labeling for shipment and storage. Containerization and palletization; carloading and use of freight regulations for railroad shipments; resource conservation; and other topics are covered. SAFETY/WORK SHOES ARE REQUIRED.

g. 07753 Defense Basic Preservation and Packing. ALMC School of Military Packaging Technology, Course # 822-F13(JT), 9 1/2 days, resident and onsite; correspondence, 48 hours.

Target audience - Entry-level positions in preservation and packing operations, transportation, and supply.

Description - This course encompasses only the most predominantly used processes, methods, procedures, and containers used in the field of preservation and packing at DOD installations. It consists of an introduction to preservation, corrosion control, cleaning and drying, electrostatic discharge control, preservation materials and equipment, preservatives, cushioning, blocking and bracing, preservation packing, fiberboard boxes, triple wall corrugated fiberboard boxes, wooden boxes, crates, miscellaneous containers and fast-packs, weatherproofing the pack, cargo unitization, marking and labeling, hazardous materials, packing for parcel post, industrial packaging, and preservation and packing for shipment. Methods of instruction include an emphasis on hands-on practical exercises in addition to conference demonstrations. SAFETY/WORK SHOES ARE REQUIRED.

h. 07766 <u>Hazardous Materials Handling</u>. ALMC School of Military Packaging Technology, Course #SMPT-5, correspondence, 4 hours.

Target audience - Individuals who are assigned jobs involving the handling and storage of hazardous materials, such as forklift operators, freight terminal ramp personnel, and warehousemen.

Description - The course content includes recognition of material handling markings, hazard class labels, and the effect of each hazard if accidently released; segregation of classes of hazards according to published compatibility charts for loading in trucks, railcars, aircraft, and for warehouse storage; neutralization and cleanup of minor spills; emergency measures in case of major incidents; recognition of damaged containers and proper disposition of same. (Course presented and monitored by personnel at the local installation who should be selected on the basis of their knowledge of hazardous materials.)

i. 07750 <u>Defense Preparation of Freight for Air Shipment</u>. ALMC School of Military Packaging Technology, Course # 8B-F36 (COR) correspondence, 24 hours.

Target audience - Individuals who prepare freight for air shipment.

Description - Introduction to preparation of freight for air shipment; unitization and consolidation; container selection; cushioning, blocking, bracing, and anchoring; hazardous materials, marking, and labeling for air shipment; and handling, loading, and air delivery.

j. 07719 <u>Defense Preservation and Intermediate Protection</u>. ALMC School of Military Packaging Technology, Course # 8B-F1(JT)/822-F1(JT), 9 1/2 days resident and onsite, correspondence, 53 hours.

Target audience - Employees who have current or anticipated assignments involving preservation and packaging operations, procurement, contract administration, quality control, technical writing, packaging instruction, packaging testing and evaluation, or other related fields.

Description - This course is oriented toward DOD packaging policies, packaging specifications, cleaning and drying, preservation, marking economy in packaging, packaging codes, unit containers, unit pack inspection, and resource conservation. Classroom and "hands-on" practical exercises are strongly emphasized.

1-11. SYSTEMS/MANAGEMENT ANALYSIS/PROGRAM MANAGEMENT.

a. 07788 <u>Elements of Management Analysis</u>. OPM, Course # 23GH, 5 days.

Target audience - Employees who want to become management analysts or who work with management analysts.

Description - The course teaches you to discuss basic organization and management theory, use of simple descriptive statistics to present facts, measure work, write reports, and brief management.

b. 07821 <u>Principles of Management and Program Analysis</u>. MCI, 5 days.

Target audience - Staff specialists and analysts.

Description - Provides students with a solid foundation in organizational principles while developing skills to diagnose management problems. Major topics include problem identification, developing analysis strategies, basic data collection techniques, and the planning of management studies. Major topics help participants comprehend new technologies impacting the work place, understanding variables within organizational structures, identifying organizational problems, collecting data, and creating a management study team.

c.   07781   Project Management: An Introduction. USDA, Course # SMGMT880M,
2 days.

Target audience - Individuals who are entering the field of project management for the first time or those who need to review the fundamentals.

Description - This course is designed to provide a comprehensive, fundamental course for those who want to learn how project management can be used as a powerful tool for getting things done in the Government. Emphasis is given to both the principles for project management and specific interpersonal skills to effectively lead the project. It is designed to provide participants with a step-by-step procedure to follow from the time the manager is assigned responsibility for a project to the time it has been successfully concluded. Objectives are to provide students with the ability to clarify and analyze the project; apply creative techniques for the development of the project; develop plans for project implementation, execution and evaluation; execute an implementation plan; develop strategies for implementing change; apply evaluation techniques; and plan for application back on the job.

1-12.   **TRANSPORTATION.**

a.   07752   Transportation Management: An Introduction. GSA, Course # 720, 5 days.

Target audience - Administrative, supply, traffic, and warehouse managers, contract and transportation officers, and shipping and receiving clerks.

Description - This course introduces students to Government transportation management techniques and principles in accordance with FAR, FPMR, and commercial forms and procedures. Students learn to determine the proper delivery and other transportation clauses for contract purchases; select the proper carrier; prepare transportation documents; issue the Government bill of lading (GBL); and prepare, file, and handle loss and damage claims. Special provisions for household goods; criteria for freight classification; and when and where to obtain freight rates and traffic management assistance are explained.

b.   07787   Transportation Documentation: Preparing GBL's and Commercial Forms. GSA, Course # 775, 3 days.

Target audience - Those employees responsible for processing transportation documentation.

Description - The basics of transportation documentation are covered in this course including how to select the proper transportation mode for Government freight shipments; classify the freight; and complete the appropriate shipping documentation. Using lectures and exercises students are taught how to process loss and damage claims, complete the personal property GBL, and identify the documentation required for payment of GBL's.

SECTION 2. INTERMEDIATE-LEVEL TRAINING REQUIREMENTS

2-1. **ACQUISITION.**

    a.   07004   Acquisition for Technical Personnel. AMA, 40 hours.

    Target audience - Technical representatives, project officers, contracting officer's technical representatives (COTR's), and others who purchase goods and services.

    Description - This course identifies the respective roles and responsibilities of Government and contractor personnel involved in the total procurement process and emphasizes the necessity for coordination and team accomplishment of Government procurement. Case studies are utilized as the principal method of instruction with some lecture-discussion on elected subjects. Subject areas include specifications, source selection, determination of contractor responsibility, contracts with industry, contract types, and nature and scope of contract administration. The course is conducted in regions, centers, FAA headquarters, and at the FAA Academy.

    b.   07832   Contracting Officer's Representative Course. MCI, 5 days.

    Target audience - Technical representatives, project officers, COR's, COTR's, and others who purchase goods and services.

    Description - This course highlights the COR's role and authority in the acquisition process with specific concentration on describing the requirement, selecting the contractor, providing technical direction, and monitoring contract performance. Major topics include acquisition personnel and ethics; planning and purchase request development; socio-economic programs, and contract administration and monitoring.

    c.   07736   Contracting Basics for COTR's. USDA, Course # APRPM753M, 2 days.

    Target audience - Any individual currently serving or about to serve as a COTR.

    Description - This seminar provides instruction in the basic elements and features of a contract; various types of Government contracts; the general process used to develop, award, and administer a contract; applicable Government contract laws; and the appropriate role of the COTR.

    d.   07659   COTR Contract Management. Houseman and Associates, 24 hours.

    Target audience - Technical representatives, project officers, COTR's, and others who purchase goods and services.

    Description - This course prepares FAA program personnel to perform effectively in their roles as technical officers on FAA contracts. It covers describing the requirement, selecting the contractor, providing the technical direction, and monitoring the contractors' performance. It is highly recommended that students take the Acquisition for Technical Personnel course (07004) before taking this course.

2-2. **BUDGETING.**

    a.   07789   Overview of the Federal Budget Process. OPM, Course # 23AP, 2 days.

    Target audience - All Federal employees who need to know the budget process, especially interns and trainees.

    Description - The course provides a basic understanding of the overall process. It will show students how to identify the four phases of the budget process; see the roles played by departments and agencies, the Office of Management and Budget (OMB), the President, Congress, the Congressional budget office, and the General Accounting Office (GAO) in Federal budgeting; see the Federal budget's effect on the nation's economic health; and

understanding budgeting terms, such as appropriation, apportionment, allotment, obligation, and outlay.

b.   07772   Federal Budget Process. USDA, Course # SMGMT821M, 1 day.

Target audience - Managers and supervisors who are or will be responsible for budgets.

Description - This seminar presents an overview of the Federal budget process from estimating to execution. It will provide a basic understanding of the budget process phases, roles played by all participants, and budgeting terms. Students will be able to identify the four phases of the budget process; decipher budget terminology; describe how an agency develops its budget submission; and describe the sequence in budget execution.

c.   07825   The Federal Budget Process. MCI, 1 day.

Target audience - Managers and supervisors who are or will be responsible for budgets.

Description - This course identifies the four phases of the budget process; explains the roles played by departments, agencies, OMB, the President, Congress, and others in the budget process; and shows the budget's effect on the nation's economic health.

d.   07626   Budget Estimating Techniques. OPM, Course # 23DB, 3 days.

Target audience - Program and administrative specialists having budget responsibilities.

Description - The course teaches the nuts and bolts of estimating staff, travel, and contract costs. It shows students how to calculate estimates for two small organizations (one organization funded from a salaries and expenses appropriation; the other on a reimbursable, revolving fund basis) and decipher budget jargon.

e.   07833   Budget Estimating Techniques. MCI, 3 days.

Target audience - Program and administrative specialists having budget responsibilities.

Description - This course explains basic budgeting considerations and techniques so participants can prepare a budget for their organizational unit. Major topics include becoming familiar with budgeting basics; estimating expenses; developing cost-based operating budgets; identifying sources of program funding; and preparing budget data.

f.   07824   Budget Formulation. MCI, 5 days.

Target audience - Employees who formulate/assemble budget information.

Description - The course teaches the skills and technical vocabulary needed to assemble an annual OMB budget submission by creating a budget for a fictitious agency. Major topics include how to relate the Federal budget process to budget formulation; use OMB Circular A-11; understanding OMB budget justification requirements; assemble object class estimates; and relate Federal accounting concepts to budget.

2-3.   **CATALOGING.**

a.   07712   Advanced Cataloger Training Course. DLSC, Course # H20 series, 32 hours.

Target audience - This course is designed to enhance the working knowledge of the journeyman cataloger.

Description - It begins with an overview of the FCS for those students who may not be familiar with its many aspects. It looks at the development of new item names and revisions of existing item names, the process involved in getting changes made to the Federal item name directory (H6), and the coordination effort are discussed. The item name challenge program is also examined. Also discussed are the methods and types of FIIG changes, who can initiate these changes, and who is responsible for actually making

the changes. Student works as part of a team to develop a FIIG. The provisioning process is looked at, the conferences held, and the documentation involved as well as the screening process required for the items involved in the provisioning effort. Also included are the differences between problem reports and system change requests and the steps involved to implement each. Specific course modules are listed below.

(1) Statistical Report, H20-6. This course will provide information on the types and uses of the statistical reports produced by DLSC. This information is important to supply managers in determining the effectiveness and efficiency of operations.

(2) Provisioning, H20-7. This course provides information on life cycle management, determination and acquisition of spare and repair parts, the provisioning process, provisioning technical documentation, and the provisioning screening process.

(3) The Federal Item Identification Guide, H20-9. This course explains the purpose, structure, maintenance, and development of the FIIG.

(4) DLSC Screening Procedures, H20-10. This course assists with the DLSC screening procedures involving interrogation/search of the DLIS. Topics include the usage of the interchangeability/substitutionality (I/S) function and techniques.

(5) System Change Request, H20-13. This is an introduction to system change requests. It identifies why system changes are necessary and explains the five phases of the system change request process.

b.   07714   Private Sector Federal Catalog System Training. DLSC, 32 hours.

Target audience - Non-catalogers who require general information relating to the FCS.

Description - This course provides an overview of the FCS and logistics processes. The intent is to provide non-cataloger personnel with the background of cataloging, information on how the data gets into the data base, and how to interpret the data in the publications. In this course the students learn about the four steps in the item identification process; naming an item, classifying an item, developing references and characteristics data, and NSN assignment. They also learn about the use of the various cataloging and item related publications. The student also learns about the DLIS. The two sides of the DLIS will be discussed, the SSR and the TIR. The student is given a TIR extract and learns how to read the data elements.

2-4.   ENVIRONMENTAL (GENERAL).

a.   12000   Environmental Assessment Requirements and Procedures. AMA, 36 hours.

Target Audience - Those employees who need to be familiar with environmental assessment requirements.

Description - This course provides employees with the general knowledge to analyze and document the environmental impact of projects and to reach conclusions and make recommendations based on the environmental analysis.

b.   07721   Basic Environmental Coordinators' Course. ALMC School of Materiel
             Readiness, Course # ALMC-BE, 2 weeks, resident and onsite.

Target audience - Environmental coordinators, staff personnel, or other individuals who devote a majority of their time to environmental matters. It is assumed that these individuals are relatively new to environmental program.

Description - The curriculum includes the basic concepts of ecology, environmental relationships, and pollution; the Army environmental compliance program; environmental laws, regulations, and policies; environmental management considerations, required reports and administrative procedures; and the preparation and evaluation of environmental documents. A comprehensive pass/fail examination is given at the end of the course.

2-5. MISCELLANEOUS.

a.   07827   Imprest Fund Cashiers Workshop. MCI, 1 day.

Target audience - Imprest fund cashiers, financial officers, administrative, travel, and agency policy-level personnel.

Description - This one-day program helps cashiers understand their specific roles and responsibilities, their potential personal liabilities, and the Treasury regulations that apply to their duties. Topics include preparing an SF-1129 for replenishment and liquidations, properly disbursing cash, and securing entrusted funds.

b.   07716   Mail Management. GSA, Course # 830, 3 days.

Target audience - Management-level and administrative personnel who manage or evaluate agency mail programs. It is not recommended for mailroom clerks and supervisors.

Description - Students will learn how they can make their mail operation run more efficiently and cost effectively. Students learn mail survey techniques; efficient mail systems design; and to identify needed improvements in mail operations. They are taught to analyze the speed and flow of incoming, internal, and outgoing mail, and economize on the costs of outgoing mail.

c.   07726   Defense Regional Interservice Support (DRIS) Agreements Course. ALMC School of Logistics Science, Course # ALMC-RS, 1 week, resident and onsite.

Target audience - Individuals requiring knowledge or use of skills associated with the provisions of the Defense Regional Interservice Support (DRIS) program.

Description - The curriculum concentrates on DRIS regulatory policies and procedures; functions and responsibilities; interservice, interdepartmental, and interagency support agreement negotiations; DRIS studies and reports; and preparation of supporting documents.

2-6. MOTOR FLEET MANAGEMENT.

a.   07728   Defense Vehicle Processing for Shipment or Storage. ALMC School of Military Packaging Technology, Course # 8B-F6(JT)/822-F6(JT), 4 1/2 days, onsite.

Target audience - Individuals involved with vehicle preservation, storage, or transportation.

Description - The course addresses the causes of corrosion and the practical application of procedures required for cleaning, preserving, processing, and marking of general purpose vehicles, track laying vehicles, material handling equipment, and construction equipment. SAFETY/WORK SHOES ARE REQUIRED.

2-7. NAILS.

a.   07037   Overview of the NAILS Program. AMA, 24 hours.

Target audience - Managers, staff specialists, and all personnel concerned with the acquisition and life cycle support of NAS equipment.

Description - This course consists of classroom instruction with emphasis on the use of the NAILS process early in the development phase of new NAS systems and subsystems.

b. 07737 <u>Army Provisioning Process Course</u>. ALMC School of Acquisition Management, Course # ALMC-AH, 2 weeks, resident and onsite.

Target audience - Individuals who have had at least 1 year on-the-job experience and are assigned to or anticipate assignment to a position requiring a general knowledge of the provisioning process.

Description - This course provides for training in the provisioning process with emphasis on the interrelationships and functions of the various command, Government agencies, industry, and personnel involved in the process.

c. 07725 <u>Maintenance Provisioning Procedures Course</u>. ALMC School of Acquisition Management, Course # ALMC-MP, 2 weeks, resident and onsite.

Target audience - Employees (GS-9 and above) who are maintenance engineers, equipment specialists, logistics management specialists, maintenance management specialists, and supply employees working in the NAILS area.

Description - This course provides functional training in the use of LSA data for determining maintenance significant items, developing maintenance allocation charts, spare/repair parts selection and coding. Provisioning regulations, acquisition documentation, and system supportability are discussed.

2-8. **PERSONAL PROPERTY MANAGEMENT.**

a. 07040 <u>NAS F&E Project Materiel Management</u>. AMA, 24 hours.

Target audience - Personnel who are involved with NAS Facilities and Equipment (F&E) project/materiel management.

Description - Students will receive classroom instruction on the interrelationships between the different organizations and functions which have responsibilities within the initiation, management, shipping and receiving, storage, and closeout phases of NAS F&E projects and materiel.

b. 07744 <u>Government Property Administration</u>. GSA, Course # 410, 5 days.

Target audience - Individuals who are concerned with managing Government-owned property in the possession of contractors.

Description - The course covers FAR and FPMR requirements and the fundamental concepts and techniques required to administer property that is owned by the Government but used by a contractor. Topics covered include establishing systems for administering and safeguarding property in the possession of contractors and grantees; when title to contractor or grantee acquired property passes to the Government; responsibility/liability for losses, damage to, or destruction of Government-furnished property; evaluation of contractors' and grantees' property control systems for compliance with contractual requirements; and compliance with procedural requirements for disposing of property when the contract is completed.

c. 07831 <u>Administration of Government-Held Property</u>. MCI, 5 days.

Target audience - Individuals who are concerned with managing Government-owned property in the possession of contractors.

Description - This course is designed to teach the fundamentals of administering the billions of dollars worth of Government-owned property and equipment used by and in the custody of contractors. Property administration responsibilities of the Government and property management responsibilities and functions of the contractor are covered from award of the contract to disposal and contract closeout, including contract clauses, physical inventories, and subcontract administration.

d.   07778   <u>Property Management for Custodial Officers</u>. GSA, Course # 440, 3 days.

Target audience - Property custodial officers and property program supervisors.

Description - The property management cycle, the custodial officer's role, responsibilities, and authorities, and specific methods to perform property management tasks are explained. Students learn how to complete a physical inventory within the assigned custodial area and update records to indicate current property status; reconcile the custodial account; dispose of unneeded property; and repair or replace unserviceable equipment through transfers, receipts, or turn-ins.

e.   07733   <u>Property Management Overview for Custodial Officers</u>. USDA, Course # APRPM723M, 3 days.

Target audience - Property custodial officers and property program supervisors.

Description - The procedures for correct property management record keeping are described to teach how to maintain records for locating and identifying property. Included are the property management cycle, the custodial officer's role, responsibilities, and authorities; and specific methods to perform property management tasks. Included is how to complete a physical inventory within the assigned custodial area and update records to indicate current property status; reconcile the custodial account; dispose of unneeded property; and repair or replace unserviceable equipment through transfers, receipts, or turn-ins; with completion of documentation forms to update agency property records. Lectures include how effective relationships between the property management officer, immediate supervisor, other custodial officers, and the accountable officer serve everyone's best interests.

2-9.   **PROPERTY DISPOSAL.**

a.   07790   <u>Personal Property: Utilization and Disposal</u>. GSA, Course # 430, 5 days.

Target audience - Property managers and supervisors directly or indirectly involved with property utilization and disposal or who wish to gain an overview of personal property.

Description - The special Governmental policies, procedures, and regulations for the control, reassignment, redistribution, utilization, and disposal of personal property are explained in this course. The course teaches students how to inventory and reassign personal property within the agency; determine when personal property is no longer required; report excess and surplus property to GSA and decide when abandonment or destruction is authorized; handle special processing requirements for ADP equipment exchange/sale; seized and forfeited or abandoned vehicles and safes; and hazardous property such as weapons. Class discussion and lecture covers the FPMR; the relationship between the utilization and disposal programs to the procurement and supply programs; and some typical problems with using and disposing of excess and surplus property.

b.   07731   <u>Defense Reutilization and Marketing System: An Introduction</u>. ALMC School of Materiel Readiness, Course # 44-80, correspondence, 50 hours.

Target audience - Personnel in the area of disposition of excess personal property who are expected to coordinate actions with the Defense Reutilization and Marketing System.

Description - This self-paced course provides an overview of the Defense Reutilization and Marketing Program. Emphasis is on program objectives, organizational structures and relationships, and the major functions and subsystems.

c. 07745 <u>Personal Property Sales</u>. GSA, Course # 420, 10 days.

Target audience - Property management specialists including property marketing, disposal, or procurement specialists designated to be sales contracting officers, and other functional, management, or oversight personnel associated with personal property sales, including property custodians.

Description - This course explains step-by-step, the procedures governing the sale of Federal personal property and outlines the responsibilities of sales contracting officers. Case studies and exercises teach students how to select the appropriate method of sale and type of contract for various groups and classes of property; prepare invitations for bids; apply marketing techniques to process personal property for sale, conduct personal property sales, executive and administer sale contracts; and process claims, disputes, and appeals. Regulations and statutes dictating procedures for the sale are explained.

d. 07768 <u>Defense Hazardous Property Management Course</u>. ALMC School of Materiel Readiness, Course # ALMC-PH, 5 days, resident and onsite.

Target audience - Personnel working in the area of property reutilization and others requiring knowledge of the disposition of hazardous property and waste.

Description - This course is taught with emphasis on the laws, functional responsibilities, receipt, handling, packaging, storage, manifesting, health and safety, fire prevention, retrograde, sale, and record keeping when processing hazardous materials or hazardous waste at a Defense Reutilization and Marketing Office.

e. 07718 <u>Defense Metals Identification and Recovery Course</u>. ALMC School of Materiel Readiness, Course # 8G-F2, 1 week, resident and onsite.

Target audience - Individuals who generate, process, sell, and/or dispose of recyclable materials and precious metals-bearing materiel. **NOTE:** If you have any health concerns (i.e., pregnancy, allergies, etc.), please resolve prior to scheduling/attending.

Description - The course provides DOD reutilization and marketing and other related Federal Government personnel training in methods used to properly identify, classify, segregate, and dispose of recyclable and precious metals-bearing material in furtherance of the DOD recyclable and waste minimization program and the precious metals recovery program. Emphasis is place on hands-on laboratory testing of the various metals employed in the manufacturing of military hardware and equipment. Also addressed is the proper employment of selected silver recovery equipment.

2-10. **SUPPLY AND WAREHOUSE MANAGEMENT.**

a. 07743 <u>Inventory Management</u>. USDA, Course # APRPM714M, 2 days.

Target audience - Mid-level employees and supervisors involved in the management of supplies and materials. This course is especially directed to the management of inventory with emphasis on least cost of operations.

Description - This course covers practical applications of the FPMR to management and control of inventory within a Federal agency. Students will examine procedures, policies, forms, work flow, and relationships of inventory management and control to other supply operations. Real-life exercises will demonstrate the importance of inventory management and how to compute and control costs of operations, measure program effectiveness, and keep overall investments at the lowest dollar levels.

b.   07791   <u>Storage and Materials Handling</u>. GSA, Course # 680, 5 days.

Target audience - Operating personnel or first-line supervisors involved in the receipt, storage, and issuance of supplies and management personnel seeking a refresher on the subjects covered.

Description - The course covers through lessons and lectures, the basic storage and handling procedures and principles that ensure optimum use of manpower, equipment, and facilities. Instructions cover basic storage procedures; materials-handling equipment; receiving and shipping operations; personnel safety programs; and fire prevention programs. Students also learn about storage-space layouts, storage plans, and storage locations/locator systems. Exercises teach how to calculate space requirements. Discussions address some of the common problems encountered with space computations and improving space utilization.

c.   07747   <u>Defense Inventory Management Course</u>. ALMC School of Materiel Readiness, Course # 8B-F11, 19 days, resident and onsite.

Target audience - Employees and supervisors (GS-9 and above) involved in the management of supplies and materials. Students should have at least 1 year on-the-job experience.

Description - The curriculum concentrates on wholesale materiel management functions. The subjects covered range through the entire life cycle of materiel from the entry of new items into the DOD system to the disposal of excess materiel. Emphasis is placed on requirements planning and computation for the various categories of items and the management of these items using such tools as financial management, standardization, modernization, and economic inventory principles. Four forecasting techniques are taught (exponential smoothing, trend analysis, 12-month, and 24-month moving averages) to provide the students with an understanding of the forecasting techniques used in DOD. Mathematics, scientific techniques, and logistical terminology are presented to the degree required to provide a common basis for understanding requirements computation and inventory management problems. The application of management skills and practices, problem solving, and decision-making techniques appear throughout the course, thereby emphasizing to the students their importance to management.

d.   07754   <u>Defense Advanced Preservation and Packing</u>. ALMC School of Military Packaging Technology, Course # 8B-F3(JT)/822-F3(JT), 4 1/2 days, resident and onsite.

Target audience - Individuals already possessing a degree of packaging knowledge who work in this area and need a high degree of packaging knowledge.

Description - Three instructional approaches underscore the course. One provides a core curriculum of subjects of current interest to packaging personnel, such as policy, packaging protection against electrical forces, packaging discrepancies, disposability, performance-based packaging, the hazardous materials information system, the container design retrieval system, and the DOD packaging data system (MIL-STD-2073). A second utilizes case studies and a panel discussion to debate problems and broad issues such as packaging simplifications, commercial versus military packaging, and performance versus design packaging. This area in particular encourages extensive student discussion. A third approach involves guest lecturers from Government and the private sector to unfold new products and equipment, procedures, and applications in packaging.

  e. 07767 <u>Defense Hazardous Materials/Waste Handling Course</u>. ALMC School of
       Materiel Readiness, Course # ALMC-HA, 1 week, resident and onsite;
       correspondence, 40 hours.

Target audience - Personnel who package, handle, store, transport, or manage hazardous materials or waste.

Description - This course includes identification and classification of hazardous materials and waste; health effects and personal safety; packaging, labeling, handling, storage, and transportation procedures, contingency planning and release response; and hazardous materials and hazardous waste laws, regulations, and policies. This course does NOT provide training for certifiers of hazardous materials shipments. While conducting the course on site, instructions are available to provide consulting services on local environmental/hazardous waste problems.

  f. 07759 <u>Defense Packaging Design</u>. ALMC School of Military Packaging Technology,
       Course # 8B-F16(JT), 9 1/2 days, resident.

Target audience - Individuals already possessing a degree of packaging knowledge who work in this area and need a high degree of packaging knowledge.

Description - This course addresses the following topics associated with packaging design, transportability, the natural environment, deterioration of materials, identifying item characteristics, transportation environment packaging materials, environmental consideration, shock and vibration mitigation, container design and selection, the design process, packaging documentation, design, testing, and safety. SAFETY/WORK SHOES ARE REQUIRED.

  g. 07730 <u>Defense Packaging Management Training Program</u>. ALMC School of Military
       Packaging Technology, Course # 8B-F26(JT), 9 weeks, resident.

Target audience - Individuals selected as possessing management potential by their employing activity who are packaging specialists.

Description - Emphasis is placed upon relating the philosophies, concepts, and practices of military packaging to packaging management. Lecture-conferences and practical instruction are provided in preservation and intermediate protection, packing and unitization, marking for shipment and storage, packaging of hazardous materials for transportation; foam-in-place packaging; and packaging design. Guest speakers and field training trips are part of regular classroom instruction. Students will prepare a research paper working largely on their own time. SAFETY/WORK SHOES ARE REQUIRED.

2-11. SYSTEMS/MANAGEMENT ANALYSIS/PROGRAM MANAGEMENT.

  a. 07776 <u>Data Collection and Analysis</u>. OPM, Course # 23FC, 5 days.

Target audience - Management, program, system, and staff specialists and analysts.

Description - Workshops and Government case studies show students how to identify the problem; do sampling (including allowing for demographic factors); write questionnaires; monitor motivating and restraining forces in interviews; listen effectively in interviews; apply statistical analysis to data; use correlation and regression analysis; analyze data graphically; pose a hypothesis; and interpret data.

b. 07823 <u>Data Collection Techniques</u>. MCI, 5 days.

Target audience - Management, program, system, and staff specialists and analysts.

Description - Students work through indepth exercises in the use of key data collection tools and techniques for management analysis. In-class data collection projects provide the opportunity to focus on descriptive and inferential statistics, sampling techniques, and data presentation. Also included are the control and measurement of errors in sampling; sources and retrieval of secondary data; design of survey instruments; and interviewing and observation.

c. 07727 <u>Administrative Systems and Procedures Analysis</u>. OPM, Course # 23MQ,
           5 days.

Target audience - Management analysts, program analysts, systems analysts, system accountants, administrative managers and administrative supervisors.

Description - This course relates to manual systems - that is, systems that are not computerized. Students learn how to improve a manual system and to put the system into shape for easy transition to computers in the future. Students are taught a system and learn how to manage systems and procedures; evaluate systems, procedures, forms, reports, and records; decide how to improve the system; write and present a proposal; and plan, layout, and use space effectively.

d. 07702 <u>Technology Issues in Management and Program Analysis</u>. USDA,
           Course # SMGMT822M, 3 days.

Target audience - Management analysts who need to improve their understanding of technology applications and develop a framework for evaluating technologies based on the organization's need and objectives.

Description - The seminar is designed to acquaint participants with the systems approach to technology application. It focuses on developing organization measurement criteria and applying that measurement criteria to automation tools through the use of case studies. Participants will be encouraged to use their experiences in the development of the case studies.

e. 07700 <u>Technology Workshop for Management and Program Analysts</u>. USDA,
           Course # SMGMT823M, 3 days.

Target audience - Management analysts who want to improve their understanding of technology through a hands-on workshop where case studies are based on how technology supports organizations' needs and objectives.

Description - The workshop is designed to review the current major technologies from a management analysis perspective and to provide operational guidelines for the use of major technologies. The major emphasis will be on improving the efficiency of the flow of information throughout an organization.

f.   07793   Management Analysis and Review. OPM, Course # 23FL, 5 days.

Target audience - Management analysts, program analysts, management interns, and supervisors and managers who work with management analysts. New analysts should first complete the equivalent of the Elements of Management Analysis course.

Description - Using a case study, students learn how to understand the management analyst's role; use basic analytic techniques (including modeling); and carry out the major steps in a management analysis (define the problem, write a study proposal, get approval, propound alternatives and compare them, report, install, and follow-up).

g.   07794   Managerial Decision Analysis. OPM, Course # 23FP, 4 days.

Target audience - Managers and staff specialists who need to apply formal decision analysis methods.

Description - This course provides methods and techniques for analyzing decision problems that may be used under a wide variety of situations typically found in Government programs. Students are taught how to formulate managerial decisions; construct models of decisions; solve decision problems using the models; interpret solutions to management; conduct sensitivity analyses; and help implement a solution to a problem based on insights gained form the decision analysis process.

h.   01524   Staff Work. CMD, 5 days.

Target audience - Agency staff personnel.

Description - This course provides staff personnel with the knowledge and skills that will enable them to effectively perform the role of support to management and the agency. Key areas of concentration are in staff and organizational relationships, effective writing and speaking, and problem solving. Major subdivisions of the course are roles and responsibilities; human factors, communications, planning and controlling work; data collection and presentation; and staff studies.

i.   07703   Keys to Conducting Management and Program Analysis Studies. USDA, Course # SMGMT859M, 3 days.

Target audience - New and experienced analysts and evaluators interested in improving themselves in all aspects of management and program analysis studies and enhancing the quality of analysis and research for their organization.

Description - This seminar presents the basics of how to conduct successful management analysis studies in real world organizations. Topics include all phases of studies including problem definition, research design and methods, data collection, data analysis, development of conclusions and recommendations, and presentation of findings. Participants will learn successful ways to handle initial methods with clients; participate in and lead study teams; and ways to improve study acceptability. Research methods and processes are examined and students will apply learning to case studies. Students will develop and sharpen their skills in conducting studies using activities, presentations, cases, and group projects.

j.   07786. Productivity, Quality, and Benefit and Cost Methods in Management Analysis.
USDA, Course # SMGMT894M, 3 days.

Target audience - Junior, journeyman, and senior analysts wishing to improve their understanding of productivity, quality, and cost and benefit issues in organizations, and their skills in applying key analytical tools to these issues and managers wishing to improve their understanding of the role analysis can play in improving their organizations.

Description - The course will provide participants with an understanding of today's priority areas in management analysis; the key concepts from productivity, quality, and benefit and cost analysis; and those tools and techniques to real-world organization situations.

k.   07724   Introduction to Program Evaluation. OPM, Course # 23GV, 5 days.

Target audience - Employees who are new to the field of program evaluation or who need a review of the concepts and approaches that are most suitable for program evaluation.

Description - The course introduces methods for identifying the pieces necessary in an evaluation; applying a systematic approach to evaluation and structuring an action plan around that approach; and identifying and applying appropriate data gathering and analysis techniques.

l.   01543   Introduction to Evaluations. Office of Human Resource Development, 36 hours.

Target audience - It is targeted to those individuals (GS-11 or above) who have evaluation responsibilities as either collateral or full-time duties.

Description - This course is designed to equip FAA employees with the necessary skills to conduct evaluations of FAA programs and activities. Topics include planning an evaluation; data collection (especially the use of interviews and questionnaires); sampling techniques; data analysis; report writing; and evaluation follow-up.

2-12. TRANSPORTATION.

a.   07749   Shipping Household Goods. GSA, Course # 755, 3 days.

Target audience - Administrative, supply, transportation, and GBL-issuing officers.

Description - This course provides information on regulations on household goods and transportation by reviewing entitlement and transportation regulations, preparing and making a shipment, and working with loss and damage claims. It teaches students how to select a carrier, book the shipment, and issue the GBL. Students are taught how to counsel employees on their entitlement, moving industry practices and shipment handling; and determine the market or replacement value of household goods. They also learn how to assist employees in damage/loss claim preparation, and analyze a carrier claim settlement.

b.   07706   <u>Management of a Relocation Services Program</u>. GSA, Course # 725, 3 days.

Target audience - Travel, finance, human resources, and procurement managers who recommend or administer agency relocation policies, regulations, and contracting activities; project coordinators or contracting officers for relocation services contracts; and travel voucher examiners.

Description - This course covers Public Law (PL) 98-151's regulations, services, benefits, costs, and policy operations concerning whether an agency will contract for relocation services for civilian and military employees relocating domestically in the Government's interest. The course includes an explanation of the relocation industry structure, terminology, and trends. The guaranteed home sale program; other contract relocation services; employee counseling guidelines; and GSA/other agency's relocation services contracts will be explained. Instruction also covers how to apply regulations and contract requirements to individual relocation situations; administer the agency relocation services program; analyze, recommend, and implement program modifications with agency management, staff, and contractors; determine agency activity and expense; and recommend agency relocation program alternatives. Students should be familiar with relocation allowances regulations and with requirements in the FTR/Joint Travel Regulations (JTR), Volume II.

c.   07624   <u>Relocation Allowances: Update on FTR and JTR, Volume II, Entitlement</u>. GSA, Course # 745, 5 days.

Target audience - Travel specialists, certifying officers, personnel specialists, and administrative officers as well as those who develop regulations.

Description - This course teaches how to determine eligibility for allowances. Students learn to compute relocation allowance entitlement based on prevailing rates for civilian employees making a permanent change of station (PCS) move. Students are encouraged to take the course annually to keep up with guidelines for eligibility established under the FTR and JTR, Volume II. Instruction covers the allowances for househunting trips; family allowances; temporary quarters; household goods; miscellaneous expenses; overseas assignments; and mobile homes. The provisions in service agreements for Government employees who make a PCS, tour renewal travel agreements for Government employees who relocate overseas, and residence transactions (where the Government pays part of the cost for buying and selling a residence) are explained.

d.   07623   <u>Relocation Income Tax Allowance</u>. GSA, Course # 750, 2 1/2 days.

Target audience - Annual training is encouraged for those who must know how to identify and calculate allowance movable expenses and taxable income including travel specialists, certifying officers, personnel specialists, administrative officers, and others who prepare agency travel regulations.

Description - This course focuses on how Federal tax regulations treat reimbursed moving expenses. Students learn how to separate the authority of Federal tax regulations from the authority of the FTR's and determine which regulations shall be used to resolve questions concerning the relocation income tax allowance (RITA); interpret the intent of the RITA regulations; and identify the implications of RITA's for relocated personnel. Relocation regulations authorize payments of a RITA to both the FTR and JTR, Volume II, employees whose effective date of transfer was on or after 11/14/83 or on or after 10/12/84. Students need experience or training in PCS entitlement to successfully complete the course.

e. 07760 <u>Defense Inspection of Packaged Personal Property</u>. ALMC School of Military Packaging Technology, Course # 8B-F8(JT)/822-F8(JT), 4 1/2 days, resident and onsite; correspondence, 37 hours.

Target audience - Individuals responsible for shipping, counseling, and inspecting the packaging of personal property to be stored and shipped, including contracting and transportation officers, and other personnel responsible for personal property shipments.

Description - This course presents information relating to DOD policies and procedures for shipment and storage of crated and uncrated personal property; inspections and responsibilities; inspector's use of the tender of service; blocking, bracing, and cushioning; use of shipping containers; preparation of appliances and personal property for shipment; packaging materials used for personal property; inspection of local moves; movement of mobile hones; inspection of containerized shipments; commercially-owned and Government-owned containers; performance work statement of packing containerization and local drayage. SAFETY/WORK SHOES ARE REQUIRED.

SECTION 3. SENIOR/MANAGEMENT-LEVEL COURSE REQUIREMENTS

3-1. **ACQUISITION.**

No specialized courses identified at this level for this function.

3-2. **BUDGETING.**

a. 07625 <u>Budget Planning, Development, and Presentation</u>. USDA, Course # SCNTR702M, 5 days

Target audience - Individuals who need to know how to prepare and present Federal agency budgets and persons who want to become better acquainted with the budgeting processes and workings.

Description - This introductory budgeting course covers basic legal and administrative concepts and practices used in preparing, justifying, and presenting budget estimates for an agency in the Federal Government. In addition, the terms and processes by which an organization secures personnel and dollar resources to carry out its program responsibilities are analyzed. The course reviews the entire budget process.

b. 07708 <u>Budget Presentation and Justification</u>. OPM, Course # 23AT, 5 days.

Target audience - Employees who prepare data for budgets or write answers to questions about budget submissions. Recommended to take the OPM Budget Formulation course (or an equivalent course/experience) first.

Description - Students will learn how to write justifications; assemble technical support for your agency's presentation to OMB and Congress; advocate funding and personnel resource requirements to Congress; answer tough questions promptly and confidently; and think like a Congressional committee member, developing questions and making recommendations.

c. 07775 <u>Writing Effective Budget Justifications</u>. OPM, Course # 23DN, 3 days.

Target audience - Persons who must write, review, or edit budget justifications.

Description - Brief lectures, multiple examples, and guided practices shows students how to unlock the mystery of making budget justifications interesting and effective. Students will transform a routine budget justification into an effective sales document. Included are topics on organizing information, emphasizing program goals and objectives.

d. 07826 <u>Writing Effective Budget Justifications</u>. MCI, 3 days.

Target audience - Persons who must write, review, or edit budget justifications.

Description - This course shows how to organize budget information to effectively highlight program goals, objectives, and performance measures. Major topics help students understand the purpose of budget justifications; structure a justification; organize for clarification; edit for accuracy and punch; and review the final project.

e.   01155   Managing Resources and Programs. CMD, 59 hours.

Target audience - Graduates of either LDP-1, LDP-11, or MA-12. Program managers in the range of GS/GM-13 and above would benefit the most from this course.

Description - This course is an experimental approach to dealing with new individuals and team views and interpretations of the resources available to them. It enlarges the student's view of influences and resources through a variety of exercises designed to demonstrate the rewards possible through these expanded views. The course incorporates state-of-the-art technologies to assist in planning, brainstorming, and other collaborative methods. This course meets the requirement for periodic management development.

f.   07709   Budget Execution and Funds Control. USDA, Course # SCNTR703M, 5 days.

Target audience - Budget analysts and individuals involved in preparing and administering budgets and persons who want to acquire indepth knowledge of the budget process.

Description - This course reviews concepts, procedures, and practices in the system of administrative control under the Anti-deficiency Act including Treasury warrants, OMB apportionments, allocations, allotments, and allowances. It emphasizes performance and progress related to financial plans, related reports, and other aspects of budgetary control. The course examines cross-servicing agreements, reprogramming, supplementals, and the role of the controller in carrying out these functions in a complex organization. Lectures, case studies, role playing, and problem solving techniques are used.

3-3.   **CATALOGING.**

No specialized courses identified at this level for this function.

3-4.   **ENVIRONMENTAL (GENERAL).**

a.   07723   Managers' Environmental Course. ALMC School of Materiel Readiness, Course # ALMC-EC, 4 days resident and onsite.

Target audience - Analysts or managers whose job responsibilities include communication, evaluation, or planning on matters concerning the environment.

Description - The curriculum includes environmental problems of Army operations; the Army environmental program; environmental laws, regulations, and policies; management considerations; and the writing and evaluation of environmental documentation. The curriculum is flexible in order to tailor the course to onsite areas of concern. Areas of site specific interest may be included on request of the onsite location. While conducting the course onsite, instructors are available to provide consulting services on local environmental/hazardous waste problems.

b.   07722   National Environmental Policy Act Implementation Course. ALMC School of Material Readiness, Course # ALMC-EJ, 1 week, resident and onsite.

Target audience - Individuals who must assess the environmental impacts of proposed projects, review training exercises, review environmental documents, etc.

Description - The curriculum includes the Army environmental program; environmental laws, regulations, and policies; and the preparation and evaluation of environmental documents. While conducting the course on site, instructors are available to provide consulting services on local environmental/hazardous waste problems.

  c. 07771 <u>Awareness for Initial Response to Hazardous Materials Incidents</u>.
       TSI, Course # HM00140, 8 hours.

Target audience - Those individuals whose positions could have them first-on-the-scene
regarding hazardous materials incidents.

Description - This is an awareness level response course for first-on-the-scene responders
and is designed to introduce police, fire, medical, and other personnel to the growing
problem of hazardous materials transportation emergencies. Instruction will cover the
identification and classification of hazardous materials, placards and labels, shipping papers,
and hazardous materials guidebooks. Class exercises will allow the student to utilize the
U.S. DOT Emergency Response Guidebook, P5800.5.

  d. 07779 <u>Awareness/Response to Hazardous Materials Incident Train-the-Trainer</u>. TSI,
       Course # HM00141, 20 hours.

Target audience - Those individuals whose positions could have them first-on-the-scene
regarding hazardous materials incidents.

Description - This course is designed to qualify the participants to teach the HM00140
course. In addition, it provides the participants with updated information and state-of-the-
art training techniques. It also familiarizes the participants with the technical assistance
and support available from the DOT Research and Special Programs Administration.
Members of local emergency planning commissions, state emergency response committees,
and other emergency response organizations are encouraged to participate in this course.
This course is designed to meet the requirements for first responder awareness level
training as established by Occupational Safety and Health Administration's (OSHA) 29 Code
of Federal Regulations (CFR) 1920 and the competency levels established in NFPA 472 for
the awareness-level responder.

3-5. **MISCELLANEOUS.**

  a. 07704 <u>Safety Program Management for Senior Level Managers</u>.
       TSI, Course # JS00430, 40 hours.

Target audience - Professionals and managers located in or responsible for safety related
areas.

Description - This course provides safety professionals and managers the opportunity to
update their knowledge and skills in managing a state-of-the-art safety program for an
installation or major command. Included are presentations by professional safety, medical,
and technical experts. The current safety and environmental concerns that are addressed
include blood borne pathogens, hazardous materials, waste management, environmental
liability laws, and human factors in the work place.

3-6. **MOTOR FLEET MANAGEMENT.**

No specialized courses identified at this level for this function.

3-7. **NAILS.**

a. 07741 <u>Integrated Logistics Support Seminar</u>. ALMC School of Acquisition Management, Course # ALMC-IS, 4 1/2 days resident.

Target audience - Supervisors who are responsible for resources associated with NAILS or acquisition logistics. Nonsupervisory personnel who have completed NAILS advanced or materiel acquisition management courses who require refresher training may also be accepted.

Description - This seminar enables upper level managers to develop professionally by annually acquiring current and indepth knowledge of acquisition logistics and by applying this knowledge to increase the supportability and readiness of military equipment and systems.

b. 07785 <u>Integrated Logistics Support -- Advanced Course</u>. ALMC School of Acquisition Management, Course # ALMC-IT, 3 weeks, resident.

Target audience - Employees (GS-11 and above) with a thorough understanding of and experience in materiel acquisition and NAILS responsibilities. A basic NAILS course or equivalent experience is a prerequisite.

Description - This course provides an indepth approach to and emphasizes the hands-on management of a NAILS program. It covers all aspects of NAILS and NAILS-related activities in materiel acquisition, key areas within the functional elements of NAILS that require intensive management; how to plan for LSA/LSAR; contracting strategies for effective implementation of NAILS program; and all NAILS-related activities leading to a successful materiel deployment of items/systems; and systems sustainment and keeping operating and sustainment costs to a minimum. Each unit of instruction is structured to increase the student's knowledge base, explore interrelationships among elements, and provide time for hands-on application of NAILS management skills.

3-8. **PERSONAL PROPERTY MANAGEMENT.**

a. 07782 <u>Property Management Policies and Procedures</u>. USDA, Course # APRPM725M, 5 days.

Target audience - Property management, accountable property, and property custodial officers, property administrators, and other personnel having responsibilities for supply management in Federal/public agencies.

Description - This course is designed for professional property management personnel responsible for agency policy and system management of non-expendable property. Emphasis will be placed on matching property and equipment needs with agency requirements. Procedures for establishing and maintaining property use and replacement standards according to Federal guidelines will be reviewed and discussed. Additional topics include but are not limited to maintaining the system for property accountability and physical inventory; assigning appropriate responsibilities for use; security, maintenance, and sharing of nonexpendable property; managing recurring costs, wearout, obsolescence; and evaluating new technologies. Text materials are based on the FPMR and GAO guidelines.

3-9. **PROPERTY DISPOSAL.**

a. 07769 <u>Defense Hazardous Waste Course (Refresher)</u>. ALMC School of Materiel Readiness, Course # ALMC-DM, 8 hours onsite.

Target audience - The workshop is intended to satisfy the requirement of yearly 8-hour update training for hazardous waste handlers.

Description - The curriculum includes a general overview of hazardous materials/waste regulations as they relate to handlers' jobs, identification and labeling requirements, health hazards, and specific safety equipment and procedures. Onsite classes by special arrangement with the course director can be extended up to 24 hours. If the course length is extended, supervisors from the installation are required to present instruction in the course. While conducting the workshop onsite, the ALMC instructor is available to provide consulting services on local environmental/waste problems.

3-10. **SUPPLY AND WAREHOUSE MANAGEMENT.**

a. 07746 <u>Depot Supply Operations Management Course</u>. ALMC School of Materiel Readiness, Course # 8B-F10, 4 weeks resident; onsite, 2 weeks in conjunction with a 2-week correspondence subcourse; and correspondence, 158 hours.

Target audience - Supervisors working in a logistics management field requiring a knowledge of wholesale supply and distribution management.

Description - The management and operations of the defense distribution system are studied with particular emphasis given to the major depot functions of receiving, storing, packaging, physical inventory, shipping, transportation, resources management, and controlling of materiel. The relationship of these functions to other logistics functions is considered in order to understand the integration of logistics functions.

b. 07780 <u>Logistics Management Development Course</u>. ALMC School of Logistics Science, Course # 8A-F16, 4 weeks resident and onsite; correspondence, 160 hours.

Target audience - Individuals with actual or anticipated assignment to a management position in a wholesale logistic area with at least 4 years functional experience in a logistics management, data processing, or financial management field and had completed one related functional course.

Description - This course provides an overview of the Army logistics system. The life cycle management model is the common thread of the course and is used to highlight the more significant considerations of acquisition, inventory management, maintenance, and the disposal of Army materiel. Instruction in management skills includes basic statistical and probability techniques and aspects of interpersonal behavior. This instruction is oriented toward improving the decision-making abilities of the student by providing knowledge of the techniques and considerations involved in logistics management.

3-11. **SYSTEMS ANALYSIS/PROGRAM MANAGEMENT.**

   a.   07705   <u>Management Analysis for Today's Environment</u>. USDA,
              Course # SMGMT895M, 3 days.

   Target audience - New and experienced analysts wishing to improve their understanding of management analysis and managers wishing to improve their understanding of the role of management analysis in organizations.

   Description - This course focuses on today's priority areas in management analysis including computer technology, quality, productivity, and management improvement and problem resolution. Participants will develop and sharpen the key analytical, interpersonal, and political skills needed to be a successful analyst. Course objectives are for the students to understand the full range of management analysis functions; today's priority areas in management analysis; and to be able to apply key skills for successful management analysis.

   b.   07777   <u>Planning, Scheduling, and Control Techniques</u>. OPM, Course # 23GY, 5 days.

   Target audience - Staff specialists, project managers, candidates for a project team or task force, and others responsible for functions like management studies, planning, and systems development.

   Description - This course shows you how to manage and organize a project; develop the project schedule; manage work in progress; forecast when to bring in staff and resources; and monitor the project until its completion. Students will learn about project management cycles and approaches; developing the project schedule and work breakdown structure; implementing the project plan; developing the baseline; controlling project schedules and costs, integrating costs, schedules, and reports; project status; and using computers to manage projects.

   c.   07820   <u>Essentials of Program/Project Management</u>. MCI, 5 days.

   Target audience - Individuals with technical expertise but limited project management experience.

   Description - This course applies management principles to the project. In completing class exercises, students gain hands-on experience in project management techniques. Major topics help participants' understanding the role of the project manager; identify organizational barriers; plan, schedule, and control a project; allocate resources; lower project costs; and use project management software.

   d.   07784   <u>Advanced Project Management for Technical Personnel</u>. USDA,
              Course # SMGMT853M, 2 days.

   Target audience - Project managers, staff specialists, and people responsible for functions like planning, system development, and continuous process maintenance.

   Description - The course provides hands on experience where students learn about and practice the tools of project management. The steps generic to managing most projects (studies, tasks, research investigations, reports, production efforts, etc.) are described and practiced through the use of case studies and groups of participants representing the realism of project teams. Topics include symptoms, problems, and opportunities for applying project management techniques; program management versus project management; project management communication skills, behavior patterns in small groups;

approaches to work breakdown structure; scheduling techniques; Program Evaluation and Review Technique (PERT) and dynamic critical path scheduling, etc.

e. 14026 Program Analysis and Review. CMD, 40 hours.

Target audience - Those experienced in program and management analysis, program and project management, and auditing.

Description - This course deals with the functions of program managers and the role they play in the operation of the FAA. It contains material covering the setting of realistic and measurable program objectives. The students will learn how to identify resources (money, material, employees, time) required for program accomplishment and how to properly allocate resources to the various program activities and to monitor their use. Emphasis is placed on the need to identify the specific data for on-going programs. The course also describes the requirements for establishing inter-and intra-organizational contacts and gives instruction on measuring progress in empirical terms and how to prepare clear, concise reports.

f. 07795 Advanced Management Analysis. OPM, Course # 23FE, 5 days.

Target audience - Those experienced in program and management analysis, program and project management, and auditing.

Description - Using case studies, students learn how to plan a study including dealing with staffing; spot and analyze the problem systematically; analyze organizational direction; find how workers feel; judge efficiency, economy, effectiveness, and productivity; and talk with management.

g. 07822 Advanced Techniques in Management and Program Analysis. MCI, 5 days.

Target audience - Experienced staff specialists and analysts.

Description - This course applies the tools and techniques of management and program analysis, providing participants with the opportunity to demonstrate their management analysis skills through presentations and report writing. Participants work through challenging in-class simulations, developing strategies for planning and implementing management studies. Major topics help participants plan and implement a management study, use advanced analysis techniques, present study findings, write study reports, and assess implementation strategy.

h. 07701 New Technologies and Techniques in Management and Program Analysis. USDA, Course # SMGMT851M, 3 days.

Target audience - Management and program analysts and other interested persons.

Description - This course is designed for analysts and team leaders seeking to keep abreast of the evolution of analytical techniques in response to recent technological and software innovations.

i.   07828   Program Evaluation. MCI, 3 days.

Target audience - Individuals who perform program evaluations.

Description - This course gives students hands-on practice in developing evaluation techniques, shows the pitfalls to avoid, and helps students deal with difficult evaluation-related issues. Major topics help students understand program evaluation; select an appropriate model; develop valid and reliable research techniques; carry out the evaluation process; avoid evaluation pitfalls; and deal with social/political issues.

j.   07621   Program Evaluation in Government Agencies. USDA, Course # SMGMT854M, 3 days.

Target audience - Managers and analysts who want to access program directions and effectiveness simply, accurately, and efficiently.

Description - This seminar provides basic concepts for planning and conducting in-house evaluations. It is conducted in a workshop format and demonstrates methods to complete targeted, solid, accurate assessments of program effectiveness. Participants learn methodologies, concepts, tools, and opportunities to work with specific program questions. The course emphasizes accessing crucial information simply, clearly, and briefly, and stresses criteria selection and use of appropriate measurement methods.

3-12. **TRANSPORTATION OF THINGS.**

a.   07770   Defense Packaging of Hazardous Materials for Transportation. ALMC School of Military Packaging Technology, Course # 8B-F7(JT)/822-F7(JT), 9 1/2 days resident; 9 days onsite.

Target audience - Those in packaging and certifying hazardous military supplies and equipment or for their transportation or procurement, military installation inspectors responsible for inspecting hazardous materials for shipment, installation or service school instructors on the subject, those responsible for preparing specifications or technical instructions on hazardous materials, etc.

Description - This course provides training in the use of regulatory documents for the transportation of hazardous materials. Documents include those that regulate domestic commercial shipments, e.g., 49 CFR and international air shipments, International Air Transport Association and International Civil Aviation Organization (*what); international water shipments, International Maritime Organization Dangerous Goods Code; and military air shipments. Areas of study include classification, shipping papers, marking and labeling, placarding, compatibility, and containers authorized for packaging of hazardous materials.

b.   07763   Air Transportation of Hazardous Materials (Basic). TSI, Course # HM00101, 72 hours.

Target audience - Civil Aviation Security and other FAA personnel with hazardous materials responsibility at regional or headquarters level.

Description - Indepth training of the regulations governing air transportation of hazardous materials. This course is designed to provide basic training concerning air transportation of hazardous materials based on DOT regulations. The curriculum emphasizes problems in obtaining information from basic documents and in application of the rules to simulated jobsite conditions.

c.   07756   <u>FAA Multimodal Transportation of Hazardous Materials Shippers Course</u>. TSI,
       Course # HM00104, 32 hours.

Target audience - Training for FAA Logistic Center and other FAA personnel with
responsibility for handling, storing, and shipping hazardous materials.

Description - This is a fundamental shipper's course for the highway and air transportation
of hazardous materials. Upon completion of the course, participants should have a working
knowledge of the identification, marking, labeling, and packing requirements associated
with the storage and transportation of hazardous materials and a basic knowledge of the
Government regulations contained in 49 CFR.

d.   07761   <u>Transportation of Hazardous Materials and Waste for DOD</u>. TSI,
       Course # HM00135, 40 hours - Course Preceded by 18-20 hours of
       Programmed Self-Study.

Target audience - Participants are DOD personnel having responsibility for determining if
shipments to or from DOD installations are in compliance with 49 CFR.

Description - Instruction on the laws, regulations, and organizations for the regulation of the
transportation of hazardous materials as contained in 49 CFR. This is a two-phase training
program. Phase I requires the successful completion of an 18-20 hour self-study program.
Phase II is 1 week of classroom activities consisting of lecture and work projects. Students
must successfully complete an entrance examination administered on the first day of class
and several block examinations given during the week.

e.   07762   <u>Transportation of Hazardous Materials and Waste for DOD (Workshop)</u>. TSI,
       Course # HM00137, 32 hours.

Target audience - Participants are DOD personnel having responsibility for determining if
shipments to or from DOD installations are in compliance with 40 CFR and 49 CFR.

Description - Workshop to apply knowledge of 49 CFR related to the transportation of
hazardous materials and waste. The training course has been designed as a workshop to
provide hands-on experience to apply the knowledge learned in TSI Course # HM00135.
Participants are given practical problems in which packages and the uniform hazardous
waste manifest must be prepared in accordance with 40 CFR and 49 CFR. Simulated
inspections of prepared packages and shipping papers as well as the transport vehicle, give
participants additional practical experience.

f.   07757   <u>Transportation of Hazardous Materials Seminar</u>. TSI, Course # HM00146,
       16 hours.

Target audience - For those who use the regulations for shipping or transporting hazardous
materials.

Description - The workshops provide specific instruction on 49 CFR Parts 170-179,
Hazardous Materials Regulations. Personnel attending the seminar will be taught how to
use and comply with the hazardous materials regulations for their mode of transportation.
A working level of understanding is achieved by use of programmed learning texts and
group problem solving. Seminars are conducted as schedules permit at various locations
throughout the United States for modal or intermodal interests.

g. 07764 <u>Intermodal Transportation of Hazardous Materials for Industry</u>. TSI, Course # HM00147, 40 hours.

Target audience - Participants are shippers, carriers, and those persons with related responsibilities.

Description - Instructions provide a basic working knowledge of the Intermodel Hazardous Materials Transportation Regulations contained in 49 CFR. The training course has been designed to provide the how-to-use-the-book concept through the use of hands-on work projects, providing students with the opportunity to apply the materials covered in the course for all modes of transportation.

h. 07755 <u>Transportation of Hazardous Materials</u>. TSI, Course # JS00421 (including HM181), 36 hours.

Target audience - Target audience includes all personnel involved in any aspects of shipping, inspection, or oversight of hazardous materials handling, such as transportation, safety, or bioenvironmental.

Description - This course covers the safe handling of hazardous materials to ensure protection of personnel and the environment. Course participants will learn how to prepare and inspect shipments of hazardous materials for compliance with the U.S. DOT Hazardous Materials Regulations. Instruction also covers how to complete the associated shipping documentation.

NOTE: This is NOT a certification course in accordance with Air Force Regulation (AFR) 71-4, Preparing Hazardous Materials for Military Air Shipments.

Special consideration of different transportation modes as well as the impact of Federal, state, and international regulations that relate to hazardous material shipments within the United States are explained. Practical exercises provide participants an opportunity to apply performance oriented packaging requirements as well as marking, labeling, and placarding requirements. Open-book tests are administered after each unit. All participants regardless of areas of responsibility, will benefit by acquiring up-to-date regulatory information and reference materials. This course meets the DOT requirement for hazardous materials training.

i. 07720 <u>Resource Conservation Recovery Act (RCRA) Compliance</u>. TSI, Course # JS00422, 40 hours.

Target audience - Managers and supervisors and others working in/with areas connected with the shipment of hazardous materials.

Description - This course covers generator requirements of 40 CFR and the basic principles of waste identification (40 CFR Part 261). Generator requirements for shipping hazardous waste (labeling, containerization, packaging, manifesting) are also provided in this course. Participants will practice preparing labels, inspection forms, manifests, and annual reports. This course provides participants with a comprehensive overview of all Federal requirements and laws applicable to military installations. Liability laws and a case review of the Aberdeen Providing Ground incident involving three Federal employees are included in the instruction. This course meets the Environmental Protection Agency (EPA) and DOT requirement for hazardous waste training.

j.   07765 <u>Combined Transportation of Hazardous Materials/Resource Conservation Recovery Act (RCRA) Compliance</u>. TSI, Course # JS00423, 40 hours.

Target audience - Managers and supervisors and others working in/with areas connected with the shipment of hazardous materials.

Description - This course covers the safe handling of hazardous materials to ensure protection of personnel and the environment. Participants will learn how to prepare and inspect shipments of hazardous materials for compliance with the DOT hazardous materials regulations. Instruction also covers how to complete the associated shipping documentation.

NOTE: This is NOT a certification course in accordance with AFR 71-4.

This course will also cover generator requirements of 40 CFR and the basic principles of waste identification (40 CFR Part 261). Generator requirements or shipping hazardous waste (labeling, containerization, packaging, manifesting) are also provided in this course. It provides participants with an overview of all Federal requirements and laws applicable to military installations. Liability laws and an overview of the Aberdeen Providing Ground incident involving three Federal employees are also covered. This course can be specifically tailored to the requesting organization's operational and training needs.

APPENDIX 3. MATERIEL MANAGEMENT FUNCTIONS

Listed below are 12 broad categories of materiel management-related functions along with the knowledges, skills, and abilities generally associated with them. These categories have been developed from more than 20 different personnel series numbers and close to 60 different titles and unique positions.

1. **ACQUISITION.** This describes the acquisition-related knowledges, skills, and abilities which may be required for employees to successfully perform their jobs, and includes:

  Ethics
  Government credit cards
  FEDSTRIP
  MILSTRIP
  COTR Duties

2. **BUDGETING.** This describes the budgeting-related knowledges, skills, and abilities which may be required for employees to successfully perform their jobs, and includes:

  Formulation
  Justifications
  Budget execution
  Budget estimating

3. **CATALOGING.** This describes the identification and classification of materiel for entry into the FCS. Knowledges, skills, and abilities usually associated with this function include:

  IMM
  PICA/SICA
  Cataloging
  FEDSTRIP/MILSTRIP
  Source, maintenance, and recoverability
  Provisioning
  IMC
  Item entry control
  Writing item descriptions
  Item reduction/standard studies
  I/S
  Diminishing manufacturing sources and materiel shortages
  Reading blueprints
  CD Technology

4. **ENVIRONMENTAL (GENERAL).** This relates to areas associated with the environment.

5. **MISCELLANEOUS.** This relates to various goods and services required in conducting FAA business. Knowledges, skills, and abilities may include any of the following:

  Mail management
  Records and claims
  Imprest fund management
  Administrative support supplies
  Travel
  Building management
  Supply support agreements

6.   **MOTOR FLEET MANAGEMENT.** This relates to the acquisition, management, and control of the agency's owned and leased motor fleet (both passenger and special purpose vehicles). Knowledges, skills, and abilities usually associated with this function include:

Management of owned/leased vehicles
Record keeping (mileage, repairs, accidents, vehicles)
Issuance of vehicles
Special use vehicles (processing requests)
Verifying drivers' license, state and national driver registry
Accountability for automobile usage
Inventory management
Storage
Disposal

7.   **NAILS.** This relates to those knowledges, skills, and abilities usually associated with the NAILS function and include:

NAILS program management
LSA
ILS Plan
Spares modeling
Life cycle costing
Cataloging
Equipment specifications
Source, maintenance, and recoverability
Defense Logistics Agency standardization program
IMC
PICA/SICA
IMM
Supply support
Packaging, handling, storage, and transportation
Disposal
Reading blueprints
Level of repair analysis

8.   **PERSONAL PROPERTY MANAGEMENT.** This relates to the management and control of both in-use personal property, NAS F&E project materiel, and Government property in the possession and control of contractors. Knowledges, skills, and abilities usually associated with this function include:

Recording criteria
Inventory management
Inventory techniques
Storage
Shipping/Receiving
Disposal
Hazardous materials
Property accountability
Item identification
Utilization
Custodial responsibilities
Maintenance (upkeep) of property
Project materiel specific
In-use personal property specific
Contractor-acquired/Government-furnished property specific

9.   **PROPERTY DISPOSAL.** This relates to the disposition and possible disposal of personal property once it is no longer required for the purpose intended at its acquisition. Knowledges, skills, and abilities usually associated with this function include:

Recording criteria
Inventory management
Storage
Shipping/Receiving
Property accountability
Custodial responsibility
Maintenance (upkeep) of property
Sales
Cannibalization
Abandonment
Hazardous materials
Donations
Precious metals
Transfers in-house
Transfers to other Government agencies
Security/Safety
Control/Identification

10.   **SUPPLY AND WAREHOUSE MANAGEMENT.** This relates to acquisition, management and control, and storage of FAA inventory held for future issue on a large-scale basis. Knowledges, skills, and abilities usually associated with this function include:

a.   **General:**

Packaging, handling, storage, and transportation
Inventory techniques
Shelf life
Inventory management processes (adjustments, research, etc.)

b.   **Supply specific:**

EOQ
Management analysis
I/S
Diminishing manufacturing sources and materiel shortages
Procurement (requirements)
FEDSTRIP/MILSTRIP
PICA/SICA
IMM
Provisioning
Inventory management coding
Requisitioning
Item identification
Quality control

c.   **Warehouse specific:**

Hazardous materials
Warehouse management
Environmental control
Mini's (bins)
Claims (loss/damage)
Receiving
Safety
Storage techniques
Security

11.   **SYSTEMS ANALYSIS/PROGRAM MANAGEMENT.** Knowledges, skills, and abilities usually associated with this function include:

Staff work
Management/Program analysis
Program evaluation

12.   **TRANSPORTATION OF THINGS.** This relates to the acquisition and control of transportation services required to move Government and employee household goods to, within, and from the FAA. Knowledges, skills, and abilities usually associated with this function include:

Property accountability
Regulations
Shipping/Receiving property
GBL issuance, safekeeping
Issuing transportation orders
Delegation function
Record keeping
Industry changes
Freight rates
Hazardous materials
Claims
Household goods shipments
Employee relocation

APPENDIX 4. TRAINING SOURCES

The approved courses listed in appendix 2 were developed and are presented by the institutions listed below. Specific questions relating to the courses identified or requests for information on additional courses should be directed to them.

1. **DEFENSE LOGISTICS SERVICES CENTER (DLSC)**
   Commander
   ATTN: DLSC-RPT
   74 N. Washington Avenue
   Battle Creek, MI 49017-3084
   (616) 961-4706 or (616) 961-4829

   When training 10 or more people, DLSC can bring any of their courses to a particular site. They offer custom-tailored programs to meet specific organizational needs, concerns, or management philosophies. They can suggest a course of instruction for individual site needs or help tailor a class to fit specific requirements. Using DLSC on site may be more economical by avoiding travel, hotel, and other related expenses. For more information about DLSC on site training courses, call the office sited above.

2. **FAA ACADEMY (AMA)**
   Airports and Logistics Division, AMA-600
   P.O. Box 25082, 6500 S. MacArthur
   Oklahoma City, OK 73125
   (405) 954-6961

   AMA provides logistics technical training for agency personnel, to develop and upgrade the skills of personnel involved in the logistics work force.

3. **OFFICE OF HUMAN RESOURCE DEVELOPMENT (AHD)**
   Career Systems Division, AHD-200
   800 Independence Avenue, S.W.
   Washington, D.C. 20591
   (202) 267-8550

4. **FAA CENTER FOR MANAGEMENT DEVELOPMENT (CMD)**
   4500 Palm Coast Parkway S.E.
   Palm Coast, FL 32137-8011
   (904) 446-7000

   CMD provides management-related training for agency personnel.

5. **HOUSEMAN AND ASSOCIATES**
   4644 Timber Ridge Drive
   Dumfries, VA 22026
   (703) 690-4105

6. **MANAGEMENT CONCEPTS INCORPORATED (MCI)**
   1964 Gallows Road
   Vienna, VA 22182
   (703) 790-9595

   Specific arrangements may be made to train groups in regular MCI courses or in courses tailored for a specific group. Group discounts allow organizations to save money when sending groups of five or ten students to the same course session. Also, course development specialists can work with an organization to design a program that fits requirements, time frames, and budgets. For additional information on group discounts or custom courses, contact the office cited above.

7. **TRANSPORTATION SAFETY INSTITUTE (TSI)**

    a. For course numbers beginning with JS for Joint Services:

    Hazardous Materials Transportation Safety Division
    P.O. Box 25082
    6500 South MacArthur Boulevard
    Oklahoma City, OK 73125-5050
    (405) 954-4824

    b. For course numbers beginning with JS for Joint Services:

    Joint Services Safety Division
    715 South Metropolitan-Suite 700
    Oklahoma City, Oklahoma 73108-2057
    (405) 949-0036 (Ask for Joint Services)

    Under the sponsorship of the Research and Special Programs Administration, TSI is the primary element charged with providing training and technical assistance in transportation safety and security for all operating administrations of the DOT. It is a tenant organization of the FAA Mike Monroney Aeronautical Center in Oklahoma City, OK, and is one of the foremost schools relating to hazardous materials transportation and regulatory training in all areas of transportation safety. Classes are conducted nationwide. Information can be obtained directly from TSI on non-FAA courses and schedules at the respective numbers listed above.

8. **U.S. ARMY LOGISTICS MANAGEMENT COLLEGE (ALMC)**
    Commandant
    U.S. Army Logistics Management College
    ATTN: AMXMC-P
    Building P-12500
    Ft. Lee, Virginia 23801-6056
    (804) 765-4965

    School of Acquisition Management (AM)   }
    School of Materiel Readiness (ME)   } located at Ft. Lee, Virginia
    School of Logistics Science (LS)   }
    School of Military Packaging Technology, located at the Aberdeen Proving Ground, Maryland

    Modes of Instruction: Although the ALMC offers a broad range of instruction modes, the most common, suitable for FAA needs are listed below. Each ALMC course described in appendix 2 will indicate which one or combination of modes is available for that course:

    a. **Resident Classes** - Taught on the ALMC campus.

    b. **Onsite Classes** - Taught off campus by the ALMC faculty. These courses are normally identical in content to resident courses. The objective of onsite training is to meet the educational need of agencies in the most economical and effective manner possible. Onsite classes are requested through the Army's Total Army Centralized Individual Training Solicitation (TACITS), which is conducted twice a year.

    c. **Correspondence Courses** - Taken by the individual student in a nonresident status. Enrollment and administrative details are handled through the mail.

    d. **Onsite/Correspondence Courses** - A combination of the two modes. Students fulfill course requirements partly through correspondence courses and partly through onsite training. This enables the instruction to be tailored to specific situations.

9. **U.S. DEPARTMENT OF AGRICULTURE (USDA) GRADUATE SCHOOL**
Career Planning and Development Programs
600 Maryland Avenue, S.W., Room 106
Washington, DC 20024-2520
(202) 447-7124

Specific arrangements may be made to train groups in regular USDA courses or in courses tailored for a specific group. Group discounts offer participating offices a cost savings for three or more participants from the same office attending the same offering. Courses can be tailored to meet the needs of a specific organization. Organizations can also have a course presented at their office or training facility. Costs for onsite training vary with such factors as location, group size, and the amount of additional course design required. It may be more cost effective to train a group of employees through a contract than to send them individually to an open-enrollment course. Contact the office cited above for more information.

10. **U.S. GENERAL SERVICES ADMINISTRATION (GSA)**
GSA Training Center
P.O. Box 15608
Arlington, VA 22215-0608
(703) 557-0986

Specific arrangements may be made to train groups in regular GSA courses or in courses tailored for a specific group. Group Specials offer two major advantages to participating offices: cost savings and specialized training. Organizations can have an instructor come to them and eliminate travel costs and unproductive travel time. To arrange Group Specials or to discuss particular courses, contact the office cited above.

11. **U.S. OFFICE OF PERSONNEL MANAGEMENT (OPM)**
Central Registrar-Washington Training and Development Services
OWTDS/ACTD, Room 913, TC-xxxx (when possible, indicate course code)
P.O. Box 7230
Washington, D.C. 20044-7230
703) 312-7200

APPENDIX 5. CROSS-REFERENCE LIST TO MMCDP-APPROVED COURSES

Course Number	Course Name	Appendix 2 Page
01155	Managing Resources and Programs	34
01524	Staff Work	29
01543	Introduction to Evaluations	30
07004	Acquisition for Technical Personnel	19
07037	Overview of the NAILS Program	22
07040	NAS F&E Project Materiel Management	23
07042	Personal Property Management	13
07043	Logistics Center Operations	11
07621	Program Evaluation in Government Agencies	40
07622	Imprest Fund Cashiers: Civilian Federal Travel Regulations (FTR)	11
07623	Relocation Income Tax Allowance	31
07624	Relocation Allowances: Update on FTR and JTR, Volume II, Entitlement	31
07625	Budget Planning, Development, and Presentation	33
07626	Budget Estimating Techniques	20
07659	COTR Contract Management	19
07700	Technology Workshop for Management and Program Analysts	28
07701	New Technologies and Techniques in Management and Program Analysis	39
07702	Technology Issues in Management and Program Analysis	28
07703	Keys to Conducting Management and Program Analysis Studies	29
07704	Safety Program Management for Senior Level Managers	35
07705	Management Analysis for Today's Environment	38
07706	Management of a Relocation Services Program	31
07707	Governmentwide Commercial Credit Card	7
07708	Budget Presentation and Justification	33
07709	Budget Execution and Funds Control	34
07710	Introduction to Federal Catalog System Publications System	10

Course Number	Course Name	Appendix 2 Page
07711	Basic Cataloger Training Course	8
07712	Advanced Cataloger Training Course	20
07713	Cataloging CBI Catalog Training	10
07714	Private Sector Federal Catalog System Training	21
07715	Effective Mail Operations	11
07716	Mail Management	22
07717	Materiel Release Denials Course	15
07718	Defense Metals Identification and Recovery Course	25
07719	Defense Preservation and Intermediate Protection	16
07720	Resource Conservation Recovery Act (RCRA) Compliance	42
07721	Basic Environmental Coordinators' Course	21
07722	National Environmental Policy Act Implementation Course	34
07723	Managers' Environmental Course	34
07724	Introduction to Program Evaluation	30
07725	Maintenance Provisioning Procedures Course	23
07726	Defense Regional Interservice Support (DRIS) Agreements Course	22
07727	Administrative Systems and Procedures Analysis	28
07728	Defense Vehicle Processing for Shipment or Storage	22
07729	Fleet Management	12
07730	Defense Packaging Management Training Program	27
07731	Defense Reutilization and Marketing System: An Introduction	24
07732	Introduction to Property Management	13
07733	Property Management Overview for Custodial Officers	24
07734	Government Property Administration	13
07735	Defense Contract Property Disposition Course	14
07736	Contracting Basics for COTR's	19
07737	Army Provisioning Process Course	23
07738	Defense Basic Logistics Support Analysis Course	12

Course Number	Course Name	Appendix 2 Page
07739	Installation Logistics Management Course	15
07740	Integrated Logistics Support - Basic Course	12
07741	Integrated Logistics Support Seminar	36
07742	Federal Supply Management Policies and Procedures	14
07743	Inventory Management	25
07744	Government Property Administration	23
07745	Personal Property Sales	25
07746	Depot Supply Operations Management Course	37
07747	Defense Inventory Management Course	26
07748	Storage and Warehousing	14
07749	Shipping Household Goods	30
07750	Defense Preparation of Freight for Air Shipment	16
07751	Ethics in Procurement	7
07752	Transportation Management: An Introduction	17
07753	Defense Basic Preservation and Packing	15
07754	Defense Advanced Preservation and Packing	26
07755	Transportation of Hazardous Materials	42
07756	FAA Multimodal Transportation of Hazardous Materials Shippers Course	41
07757	Transportation of Hazardous Materials Seminar	41
07758	Defense Packing and Unitization	15
07759	Defense Packaging Design	27
07760	Defense Inspection of Packaged Personal Property	32
07761	Transportation of Hazardous Materials and Waste for DOD	41
07762	Transportation of Hazardous Materials and Waste for DOD (Workshop)	41
07763	Air Transportation of Hazardous Materials (Basic)	40
07764	Intermodal Transportation of Hazardous Materials for Industry	42
07765	Combined Transportation of Hazardous Materials/Resource Conservation Recovery Act (RCRA) Compliance	43
07766	Hazardous Materials Handling	16

Course Number	Course Name	Appendix 2 Page
07767	Defense Hazardous Materials/Waste Handling Course	27
07768	Defense Hazardous Property Management Course	25
07769	Defense Hazardous Waste Course (Refresher)	37
07770	Defense Packaging of Hazardous Materials for Transportation	40
07771	Awareness for Initial Response to Hazardous Materials Incidents	35
07772	Federal Budget Process	20
07773	Requisitioning by FEDSTRIP	7
07774	Requisitioning by MILSTRIP	7
07775	Writing Effective Budget Justifications	33
07776	Data Collection and Analysis	27
07777	Planning, Scheduling, and Control Techniques	38
07778	Property Management for Custodial Officers	24
07779	Awareness/Response to Hazardous Materials Incident Train-the-Trainer	35
07780	Logistics Management Development Course	36
07781	Project Management: An Introduction	17
07782	Property Management Policies and Procedures	36
07783	Logistics Remote Users Network (LOGRUN)	10
07784	Advanced Project Management for Technical Personnel	38
07785	Integrated Logistics Support -- Advanced Course	36
07786	Productivity, Quality, and Benefit and Cost Methods in Management Analysis	30
07787	Transportation Documentation: Preparing GBL's and Commercial Forms	17
07788	Elements of Management Analysis	16
07789	Overview of the Federal Budget Process	19
07790	Personal Property: Utilization and Disposal	24
07791	Storage and Materials Handling	26
07793	Management Analysis and Review	29
07794	Managerial Decision Analysis	29

Course Number	Course Name	Appendix 2 Page
07795	Advanced Management Analysis	39
07796	Basic Elements of Property Management	13
07816	Requisitioning by FEDSTRIP	7
07820	Essentials of Program/Project Management	38
07821	Principles of Management and Program Analysis	16
07822	Advanced Techniques in Management and Program Analysis	39
07823	Data Collection Techniques	28
07824	Budget Formulation	20
07825	The Federal Budget Process	20
07826	Writing Effective Budget Justifications	33
07827	Imprest Fund Cashiers Workshop	22
07828	Program Evaluation	40
07829	Requisitioning by MILSTRIP	8
07830	Use and Disposal of Personal Property	14
07831	Administration of Government-Held Property	23
07832	Contracting Officer's Representative Course	19
07833	Budget Estimating Techniques	20
12000	Environmental Assessment Requirements and Procedures	21
14026	Program Analysis and Review	39
17967	Inventory Management and Economic Order Quantity Techniques	14